93-00402/

# WORK EXPERIENCE PROGRAM

# DIRECTORY

EQUAL EMPLOYMENT
OPPORTUNITY DIVISION
1990 OCTOBER

JUL 12 1991

## Computer/Business Skills Training
## New Beginnings III (for native and immigrant women)

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Agency:

Frank & Associates Consultants Ltd.
405, 5920 Macleod Trail South
Calgary, AB. T2H OK2

Contact Rose Marie Hall
Phone: 259-4550

Goal:

To train native and immigrant women in computer and business skills, thus providing them with marketable skills.

Program Components:

- A total of 20 weeks classroom theory and two 10 week sessions of on-job-training.
- First job placement July 15/91 - September 20/91: orientation to company/industry, filing, photocopying, WP 5.1, and reception duties.
- Second job placement December 2/91 - February 7/92: wordprocessing, spreadsheet, accounting and/or data entry duties at more advanced levels with less supervision.

Duration:

This is a 40 week program that includes a total of 20 weeks classroom theory and two 10 week work placements.

Employer Expectations:

- to provide training in accordance with the work plan
- to provide a safe and supervised work environment
- to allow the participant to attend off-site activities during the training period
- to allow the program Coordinator and EIC representative to visit the worksite
- to report unauthorized absences over 3 days in length
- to provide evaluative comments on participants performance

Funding:

Funded through the Canada Employment Centre. Participants receive an allowance from this agency. Frank and Associates ensures WCB and insurance coverage.

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# WORK EXPERIENCE PROGRAM DIRECTORY

## 1.0 INTRODUCTION

The City of Calgary has taken a leadership role in providing equal employment opportunities to all members of the work force. It is recognized that in order to meet The Corporation's minimum qualification levels, individuals may require further access to training and skill upgrading. To facilitate this need, the EEO Division has compiled the Work Experience Program Directory. Specific attention has been given to programs containing a work experience component, in which participants receive on-site training with a "host employer" for a set duration or practicum period. Emphasis has also been given to programs associated with the training of designated group members specifically aboriginals, persons with disabilities, women and visible minorities. Research findings indicate that these groups were most often subject to a variety of barriers when seeking employment and constituted a disproportionate percentage among the unemployed.

Program information was gathered directly from the resource agencies involved, through telephone inquiries and on-site visits. Much of the available information is too detailed for the parameters of this inventory and, therefore, additional references have been provided for each program.

It is expected that the information will provide a valuable resource and contribute to the City's increased participation in these training programs as a "host employer". It will also assist the EEO Division in the dissemination of information and referrals to unemployed target group persons who access EEO support services. The content has been arranged and presented in the most logical and practical format, divided broadly by designated group and then alphabetically within these categories by program name. An index has been provided at the back for reference by agency name. Individual descriptions have been standardized for each program and provide up-to-date listings of the following:

- program
- agency (complete with mailing address)
- contact person (normally the program coordinator)
- phone number
- office hours
- goals
- participant qualifications
- program components
- duration (projected start and finish date)
- employer expectations
- funding (including information on tuition and PAID training allowances)
- comments (including available success rates and the participant make-up); and
- additional references

**It is important to note that the funding for these programs is normally determined on an annual basis and there is no guarantee of continuation from year to year. The inventory, therefore, is ideally utilized as a general guide and not an authoritative reference. Timely information may be accessed from the program contact persons themselves.**

## 2.0 CANADIAN JOBS STRATEGY INFORMATION

Many of the programs in this directory are funded in whole or in part by The Canadian Jobs Strategy Unit. It is, therefore, important to be aware of the guidelines and stipulations set by Canada Employment. The following section has been taken directly from the Canadian Job Strategy Handbook on Job Entry, July 1988.

## 2.1 PROGRAM DESCRIPTION

**Job Entry** is a major program of the Canadian Jobs Strategy designed to help youth, women and the severely employment-disadvantaged make a successful transition into the labour market. Three of the options under Job Entry are:

> **Entry** - for unemployed youth who have not graduated from a post-secondary institution;
>
> **Re-Entry** - for women who are having difficulty making a successful transition into the labour force.
>
> SED - for the severely employment-disadvantaged who face significant barriers to securing and maintaining work. This may include aboriginals, visible minorities or persons with disabilities.

In each option, projects are developed and managed by coordinators on contract with Employment and Immigration Canada (EIC). Job Entry projects provide ten or more participants with a combination of off-site (classroom) training, on-site training, and practical work experience. The supervised on-site training and experience is provided by an employer acting as a **training place host**. In some circumstances, the training place host may also be the coordinator. Employer participation ensures that local labour market training needs are addressed, benefitting both the host and the participant.

The Job Entry off-site component is delivered by one or more trainers and includes assessment, labour market orientation, job search techniques and general and specific occupational skills training.

The on-site component is delivered by a training place host. It provides structured and supervised training experience in a safe work environment emphasizing development of the specific occupational skills and knowledge required to obtain and maintain employment. Integration of off-site and on-site project components ensures that participants receive the knowledge and skills necessary to make the transition to the labour market.

## 2.2 THE TRAINING PLACE HOST

Eligible training place hosts include businesses, organizations, public health and educational institutions, **municipal governments** and Indian Band Councils. Hosts should have been operating in Canada for at least one year.

A training place host enters into an agreement with the coordinator of **Entry, Re-entry** or **SED** projects to provide one or more participants with work site training and experience. Hosts structure and supervise training that allows participants to develop and apply the specific knowledge and occupational skills required to work in positions within their type of business or organization. If appropriate, participants may receive training and experience in more than one occupation.

The training place host is also required to:

- specify the number of participants to be placed and the occupations in which they will receive training and work experience;
- provide the coordinator with an outline of the knowledge and skills required by participants before placement;
- provide the coordinator with a description of the training offered and the opportunities participants will have to apply these skills;
- offer participants supervision and support throughout the project;
- provide participants with health and safety information relevant to the work site;
- assess each participant's experience, skills and ability to perform assigned tasks; and
- maintain daily attendance records and contact with the coordinator to ensure the project's success.

## 2.3 ON-SITE PLACEMENT

Participants may be on-site for periods of several weeks to several months. Their schedules, developed by coordinators, in cooperation with hosts, will require that participants be given the time required to attend the off-site elements of the project, including job interviews.

**Job Entry** participants cannot replace regular employees, those on lay-off status, or those involved in a work stoppage. Participants are not entitled to receive wages, but can continue to receive U.I. benefits or allowances paid by the coordinator.

**If unions are involved, their agreement to the placement of participants in the host organization is required before the start of on-site training.**

Although the coordinator is responsible for selecting and placing participants, hosts may decide if the proposed participants are suitable for their organization before on-site training begins. **Training place hosts are under no obligation to hire participants, but may assess them as potential employees.**

Hosts are encouraged to make arrangements for varied work experiences that add flexibility and are beneficial to both the host and the participant.

In some cases, participants are not suited for a particular position and may identify other areas of interest on the work site. If the new interest is considered to be developmental, and if it would be realistic for the host to make it available, the coordinator should be consulted before altering the participant's activity plan. If a participant is unsuitable, the training place host must consult with the coordinator before taking any action. The coordinator can transfer participants to a different work site.

## 2.4 ATTENDANCE REPORTS

Daily attendance reporting is required for all project participants in order to fulfil the EIC income assistance requirements.

If a participant has been absent for three days, has discontinued training, or appears to have dropped out, the coordinator must be notified immediately to avoid an overpayment of income assistance. Absences authorized by the coordinator are permitted, along with statutory holidays.

## 2.5 MONITORING

The Coordinator and an EIC **Job Entry** officer monitor project on-site activities. They conduct interviews with training place hosts, the appropriate supervisors, and the participants to assess the participants' progress, resolve concerns related to the project, and ensure that **Job Entry** objectives are met.

## 2.6 HEALTH AND SAFETY

EIC is committed to not only providing adequate health and safety training to participants, but also teaching them about health and safety during off-site training. In addition, training place hosts must supplement this training with safety information specific to the work site. Through the coordinator, contributions will be made toward the costs of protective clothing or equipment needed to meet work site health and safety standards.

## 2.7 INSURANCE COVERAGE

Under **Job Entry**, EIC will make arrangements for comprehensive general liability insurance, Workers' Compensation, or workers' compensation-like coverage for **Job Entry**. Questions about coverage should be directed to the coordinator.

## 2.8 EMPLOYMENT EQUITY

Employment equity promotes economic development by utilizing the talents of all Canadians through:

- eliminating employment barriers;

- identifying and removing discriminatory policies and practices; and
- fostering fair representation of women, aboriginals, persons with disabilities and visible minorities.

Proposals for every **Job Entry** project include a statement of the coordinator's commitment to employment equity principles. Project coordinators must provide an outline of plans to recruit, select and provide developmental opportunities for a specified number or percentage of identified target group participants proportional to their representation in the local labour market. Training place hosts should be familiar with and supportive of the coordinator's equity plan included in the **Job Entry** proposal. Hosts may be eligible for financial assistance in order to meet the special needs of physically disabled participants.

## 2.9 CONCLUSION

The training place host is essential to the success of **Job Entry**. By offering on-the-job training and work experience, hosts provide participants with the skills and experience today's labour market requires. As well, training place hosts benefit from the enthusiasm and commitment participants bring to the job site.

For further information on **Job Entry**, contact your local Canada Employment Centre (CEC).

# PROGRAMS FOR ABORIGINALS

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## PROGRAMS FOR ABORIGINALS

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| Native Internship Program | Canada Employment Centre | A5 |
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| Summer W.O.W. - Stoney | Stoney Social Services | A9 |

## LIFE SKILLS PROGRAM

### AGENCY:

Calgary Native Friendship Society
140 - 2nd Avenue S.W.
Calgary, AB T2P 0B9

Contact: Fred Jameson
Phone: 264-1155
Hours: 8:30-4:30

### GOAL:

To provide Native people with job readiness, training, basic life skills and cultural awareness.

### PARTICIPANT QUALIFICATIONS:

- Status Indian (registered status under the Indian Act)
- Over 16 years of age

### PROGRAM COMPONENTS:

- Life Skills - personal development, family management, job effectiveness, community and leisure management.
- Basic Job Readiness Training - career planning, job search skills, interest and ability assessment, finding and maintaining competitive employment.
- Work Experience (4 weeks) on-site placement with a host company (not confirmed for November 5 program).

### DURATION:

Programming is set to run November 5, 1990 to March 5, 1991. Five days a week for 6 hours a day. Practicum is normally at the end for 4 weeks.

### EMPLOYER EXPECTATIONS:

- Regular performance evaluation reports
- Keep proper attendance records and report to coordinator any problems with absenteeism
- Provide training and supervision to participants

## FUNDING:

The November 5th program is sponsored by Canadian Mental Health and Welfare. There is no PAID training allowance and work experience placements are voluntary. Participants receive income through social assistance or Indian Affairs. Past programs have been sponsored by the Canada Employment Centre and have had PAID training allowances for the participants. The CEC is sponsoring a program to start in April 1991. There are no financial costs to the host employers or tuition fees to the participants.

## COMMENTS:

The program is designed for 20 participants but to account for drop outs the initial intake is normally 23. Must have registered status and a referral from a physician (in need of life skills training). Referrals may be handled through the Calgary Native Friendship Centre. The last program had placements in many different job areas such as bus driving, data entry, child care, counselling, mechanical and clerical positions. Participants range in age from 18 to 44 and are from many different backgrounds (off and on reserve).

## ADDITIONAL REFERENCES:

Delphine Watanie Vallantyne - Calgary Native Friendship - 264-1155
Vickie Jolin - Life Skills Training Centre - Edmonton - 424-3843
Dr. Marie Carrie - Canadian Mental Health and Welfare - 297-7311

## NATIVE COMPUTER TRAINING PROGRAM (P.I.C.S. S.E.D. PROJECT) (YOUTH)

### AGENCY:

Plains Indian Cultural Survival School
1723 - 33 Street S.W.
Calgary, AB T3C 1P4

Contact: Jerry Arshinoff
Phone: 246-5378
Hours: 9:00-4:00

### GOAL:

To gain training in computer office operations that will help aboriginal youth obtain full time employment or encourage them to return to school.

### PARTICIPANT QUALIFICATIONS:

- Native
- 17-26 years of age
- Facing significant barriers in obtaining employment for reasons such as: poor work habits; attitudinal or motivational problems; serious lack of education or training; not in receipt of a High School Diploma; prolonged periods of institutionalization; functional illiteracy or history of alcohol or drug abuse.
- Unemployed or out of school for a minimum of 3 months.

### PROGRAM COMPONENTS:

- Life skills training - social skills, cultural adjustment, English, Math and Business. Also interview and job preparation assistance.
- Computer and office operations - MS DOS, Wordperfect, Lotus 1-2-3, DBase and general office duties.
- Two work experience components - on-site training with a host employer, 14 days and 20 days.

### DURATION:

The program is set to run from November 12, 1990 to the end of June 1991. The two practicum periods will be separated and run for 14 days and 20 days respectively (exact dates are yet to be determined).

## EMPLOYER EXPECTATIONS:

- To provide training to the participants.
- To provide a safe and supervised environment.
- To allow the participants to attend off-site activities.
- To allow program representatives to visit his/her premises for the purpose of monitoring the progress of training.
- To report any unauthorized absence of the participant.
- To provide evaluation comments on participants performance and fill out a detailed evaluation form.
- No financial cost to the host employer.

## FUNDING:

This program is funded entirely by Canadian Jobs Strategy (CEC) as a SED (Severely Employment Disadvantage) project. Participants therefore are eligible to receive a PAID training allowance for the duration of the program. Also, there is no financial cost to the "host employer".

## COMMENTS:

This is a brand new program with no previous success rates to base it on. A program coordinator is yet to be named and participants are still being signed up. Equity goals include the participation of 10 women, 2 disabled and 8 social assistant recipients. There are 20 seats for the 90/91 program.

## ADDITIONAL REFERENCES:

Wayne Gill - Canadian Job Strategy (CEG) - 292-4855.

## NATIVE INTERNSHIP PROGRAM (NIP)

### AGENCY:

| | |
|---|---|
| Canada Employment and Immigration Commission | Contact: Randall Brown |
| 220 - 4th Avenue S.E. | Phone: 292-4011 |
| P.O. Box 2530, Stn. 'M' | Hours: 8:00-4:30 |
| Calgary, AB T2P 2T7 | |

### GOAL:

To provide summer job opportunities for Native students in various departments of the Employment and Immigration Canada (EIC). Helps Native students gain valuable on-the-job training and practical work experience in EIC offices throughout Alberta and the Northwest Territories

### PARTICIPANT QUALIFICATIONS:

- Candidate must be Native (status Indian, non-status Indian, Metis or Inuit)
- Full time students enroled in secondary, post-secondary or vocational school programs who intend to return to school the following academic year.
- Canadian citizens.

### PROGRAM COMPONENTS:

Jobs are provided during school vacation breaks in EIC offices, mainly in clerical positions, but some at officer levels. Students gain work experience, wages, and a chance to see if they are interested in a Public Service Career.

### DURATION:

NIP operates from April 1 to September 15. The length of each job may vary with the position. Applications are accepted as early as December and throughout the summer if needed. However, students who apply by February 28 will have first consideration for available jobs.

### EMPLOYER EXPECTATIONS:

Employment and Immigration Canada is the employer for all participants. No outside placements as of yet.

### FUNDING:

The program is funded by the Federal government. EIC and participants are PAID competitive wages based on the type of position and their education level.

## COMMENTS:

Type of jobs include: Receptionist/Enquiry Clerk, Administration Support Clerk, Employment Counsellor Assistant, Student Placement Officer, Project Officer and Immigration Officer. Each year NIP participants collaborate to produce a newsletter entitled "Images"

## ADDITIONAL REFERENCES:

Diane Meltingtowel - EIC - 292-8871.

## SPECIALIZED TRAINING PROGRAM FOR INDIVIDUAL DEVELOPMENT AND EDUCATION (S.T.R.I.D.E. PROGRAM)

### AGENCY:

Columbia Training Centre
802 Manning Road N.E.
Calgary, AB T2E 7N8

Contact: Wendy Russell
Phone: 273-0315
Hours: 8:00-5:00

### GOAL:

To provide computer assisted instruction to Native adults; upgrade basic skills; help future goal planning in education or employment.

### PARTICIPANT QUALIFICATIONS:

- Unemployed Natives over 18 years of age.
- Out of school for at least one year.
- Functioning below grade 9 level.

### PROGRAM COMPONENTS:

- Computer assisted learning - writing, reading, comprehension, basic English, Math.
- Living Skills - consumer education, job finding and personal skills.

### DURATION:

Continuous intake process. Actual duration depends on the individual, someone at a Grade 6 level may stay 4 to 5 months, while someone at a Grade 1 level may stay 7-10 months.

### EMPLOYER EXPECTATIONS:

This program at present has no work experience or practicum component, but a request for funding has been made and there is a good possibility for on-site training by 1991.

### FUNDING:

This program receives a grant from the Federal Government - Secretary of State department. The participants do not receive any training allowance, most rely on Social Assistance or Indian Affairs for their income. There are no training costs to the participants or tuition fees.

## COMMENTS:

This program has been running for a year and a half now. Normally there are 17 registered participants at a given time. Participants range in age from 19 to 50 years old and there is a 50/50 make-up of males and females. Many of the participants come from the reserve and have little idea of the wide range of jobs and opportunities available, this program has been successful in goal planning for education or employment.

## ADDITIONAL REFERENCES:

Bev Harris - Program Manager Columbia - 273-0315
Ted Norris - Secretary of State - Fax 495-4873

## SUMMER W.O.W. - STONEY

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### AGENCY:

Stoney Social Services
Box 40
Morley, AB TOL 1NO

Contact: Ray Mcquire
Phone: 881-3770
Hours: 9:00-4:00

### GOAL:

The W.O.W. program is for potential or recent early school leavers who have the capacity to complete their education. It provides them with a learning experience and an orientation towards the demands of the labour market. It helps participants decide whether to continue their education or seek skills training and to build self esteem and give exposure to two levels of employment - entry level vs. career types.

### PARTICIPANT QUALIFICATIONS:

- Native youth between 14 and 17 years old.
- On reserve.
- Referred by schools or social services.
- Interviewed by trainer.
- Legally entitled to work in Canada.
- They must be, or recently have been, elementary/secondary or CEGEP students with the potential to finish high school or CEGEP, as appropriate.

### PROGRAM COMPONENTS:

- Workshops - life skills, communication skills, personal financial management, how businesses work, workplace practices and future employment needs planning (2-4 weeks).
- Work Experience - enables participants to become aware of the demands of the workplace and adds to what they learn during the workshop phase. They also acquire the necessary experience too help them identify and develop good work habits and attitudes. It also provides participants with an awareness of their current skills and what skills they need for the careers they may wish to pursue. Two placements of 2 weeks each.
- Personal Planning Seminar - participants summarize what they have learned about the work world, their future employment goals and how these goals might be attained.

### DURATION:

The 1990 summer program ran from the end of May to the end of August (12 weeks). There were two work experience components lasting 2 weeks each.

## EMPLOYER EXPECTATIONS:

- Provide work and supervision to the participant.
- Ensure that proper working habits are developed by participants (i.e. punctually, attendance, dress code, etc.)
- Keep time sheet for each participant.
- Distribute wages to the participants.
- Allow the participant to attend workshops, etc.
- Sign a letter of understanding with the sponsor outlining the duties and responsibilities of both parties.

## FUNDING:

Program is funded entirely by Canadian Job Strategy as a short term W.O.W. (Work Orientation Workshop). Participants are PAID minimum wage during the work experience and $10/day for attending the workshops. There is no cost to the host employers during the work experience training.

## COMMENTS:

The importance of this program lies in the future possibilities of expansion. It has been proposed and in some cases attempted, to run long term W.O.W.'s off and on reserve for Aboriginals. Indigenous Peoples Resources ran an Urban summer W.O.W. a year ago on reserve at Sarcee with work experience at the Stampede Grounds. Stoney is planning a proposal for an on-reserve long term W.O.W.

Students were placed for the summer program with the RCMP, Medicine Lodge and Nacoda Lodge. Ten youths participated, 7 graduated and all 7 returned to school. Therefore, the program was viewed as a tremendous success.

## ADDITIONAL REFERENCES:

Jerry Erber - Canadian Job Strategy - 221-3490
Richard Dolan - Stoney Band Council - 881-3770

# PROGRAMS FOR PERSONS WITH DISABILITIES

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| Day Alternative Program | Resicare Society of Calgary | PD5 |
| Day Training Program | Vocational & Rehabilitation Research Institute | PD7 |
| Employment Placement Services | Calgary Vocational Services Society | PD9 |
| Employment Preparation Program | Mount Royal College | PD11 |
| Individualized Skills Training Program | Columbia Training Centre | PD13 |
| Job Placement Program | Advance Industries | PD15 |
| Office Careers for Disabled Adults | Southern Alberta Institute of Technology | PD17 |
| On-the-Job Training Program | Progressive Alternative Services | PD19 |
| The Working Solution - Training On-the-Job Program | Workers Compensation Board - Alberta | PD21 |
| Work Experience Program | Advance Industries | PD23 |
| Work Orientation Workshops | Canadian National Institute for the Blind | PD25 |

## CAREER TRAINING PROGRAM

### AGENCY:

Columbia Training Centre
802 Manning Road N.E.
Calgary, AB T2E 7N8

Contact: Mary Ellen Pollock
Phone: 273-0315
Hours: 8:00-5:00

### GOAL:

To accommodate the unique career training needs of participants and to assist them in obtaining competitive employment.

### PARTICIPANT QUALIFICATIONS:

- 18 years of age or older
- Resident of Alberta for at least one year
- Out of school for at least one year
- Presently unemployed
- Had learning problems in school and is functioning between a Grade 2 and Grade 9 equivalency.

### PROGRAM COMPONENTS:

- 41% instructional classes, courses include math and language arts (150 hours), business, interpersonal and computer skills, and job finding/keeping.
- 59% co-operative education (work experience). Participants may experience anywhere from two to five different co-op experiences with different "host" employers lasting 3-5 weeks each.

### DURATION:

The program is 24 weeks in length plus 8 weeks follow-up. Timeframe for the program is broken into 3 phases: Phase 0-6 weeks, orientation - hiring and accepting students, contact with "host" companies, administrative preparations. Next phase 0 - December 17/90 to January 25/91.
Phase 1 - Formal beginning of the program. 50% classes and 50% co-operative education, both are mixed together. 20 weeks.
Next phase 1 - Jan 28/91 - June 14/91.
Phase 2 - 4 weeks, strictly co-operative education with the placement companies. Promotion or confirmation of employment opportunities.
Next Phase 2 - June 17/91 - July 12/91.

### EMPLOYER EXPECTATIONS:

- Employer agrees to provide trainee with the opportunity to participate in meaningful work, training and supervision.
- The trainee will not replace any regular or casual employees of the employer.
- Employer agrees not to change his/her hiring practices as a result of accepting the trainee.
- Trainee evaluation are to be done on a bi-weekly basis.

## FUNDING:

Columbia is a non-profit corporation. Students receive a PAID training allowance from Alberta Vocational Training (AVT). The amount is specific to the individual and determined by and through AVT standards. AVT is a division of Alberta Career and Development. There are no specific requirements for wage subsidy on behalf of the "host" company but Columbia tries to encourage $2/hour contribution from those companies who can afford it.

## COMMENTS:

AVT sponsors 30 seats per year, this translates into 15 students per program session. Participants come from all backgrounds, men, women, visible minorities, aboriginals, slow learners, ex-offenders and persons with mental or physical disabilities. Job types are also very diverse. Some positions obtained after graduating include: customer service, office clerks, mechanical/technical and trade apprenticeships, cooks, etc. The placement success rate after graduating is 93% for employment.

## ADDITIONAL REFERENCES:

Kim Marsh - Assistant Manager (Columbia) - 273-0315
Darrel Vanboeyen - Alberta Career Centre (AUT) - 297-6347

## COMMUNITY JOB OPTIONS PROGRAM

### AGENCY:

Calgary Association for the Mentally Handicapped
4631 Richardson Way S.W.
Calgary, AB T3E 7B7

Contact: Deirdre Halferty
Phone: 240-3561
Hours: 8:00-4:00

### GOAL:

To ensure that people with mental handicaps are provided with avenues to become full participants in community life. To help people with a mental handicap join the competitive work force and experience the rewards of employment in the community.

### PARTICIPANT QUALIFICATIONS:

- Over 18 years of age
- Mildly mentally handicapped
- Receiving social assistance or AISH

### PROGRAM COMPONENTS:

- Forward Training Assessment (4 weeks) - skills appraisal, interests and job readiness.
- Job Trail (8 weeks) - on-site work experience with a possible placement company or organization. Wages subsidized for this placement.
- If placed with the company, there is a two year follow-up and support service.

### DURATION:

Continuous intake - a 2 year program inclusive.

### EMPLOYER EXPECTATIONS:

- The employer is expected to pay the participant minimum wage for the job trial period, however, this is subsidized $3/hr. by Community Job Options.
- Employers are not under contract to keep the participant on permanently (or part-time) after the job trial but they are expected to make honest attempts and initiatives towards employing that individual.
- Employers who will not do this are not normally sought for job trials.

## FUNDING:

The program is funded by Canadian Jobs Strategy - Canada Employment and Immigration. The program sponsors a wage subsidy for the job trial period of $3/hour. Participants receive minimum wage or better in addition to social assistance or AISH benefits.

## COMMENTS:

Presently there is one placement with the City of Calgary, Engineering Department. Other successful placements have been with private oil companies, banks and Federal Government departments. Job fields may include clerical, janitorial, food service, warehouse and mailroom.

## ADDITIONAL REFERENCES:

Gene Grant - Canadian Jobs Strategy - 292-5206

## DAY ALTERNATIVE PROGRAM

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### AGENCY:

Resicare Society of Calgary
7625 - 35 Avenue N.W.
Calgary, AB T3B 1T4

Contact: Kelly Brodare
Phone: 286-3709
Hours:

### GOAL:

To integrate clients into community options, and/or competitive employment of their choice.

### PARTICIPANT QUALIFICATIONS:

- Only available to clients of Resicare Society
- Mentally and/or physically disabled adults or adolescents

### PROGRAM COMPONENTS:

- Job Search - interviewing skills, career options
- Work Experience - on-the-job hands-on training. Work experience negotiated by community workers and employers.

### DURATION:

Continuous intake. Program length is dependent on the individual.

### EMPLOYER EXPECTATIONS:

- Negotiate with Resicare Community workers the type of on-the-job placement, work experience or competitive employment. Set durations, and wages if applicable.
- Provide training and supervision.
- Performance evaluation of the participant.

### FUNDING:

Funded by Alberta Social Services and Community Health. There are no training allowances. Placements may be voluntary or paid by the employer (negotiated). Participants normally receive AISH or Social Assistance.

## COMMENTS:

Currently there are 12 persons in the Day Alternative Program. There are 17 members of the Resicare Society. Job placements include janitorial, mail deliveries, restaurant and day care work.

## ADDITIONAL REFERENCES:

Maline Jenkinson, Resicare Society of Calgary - 286-3709
Phil Durant - Alberta Social Services - 270-5411

## DAY TRAINING PROGRAM

### AGENCY:

Vocational & Rehabilitation Research Inst.
3304- 33 Street N.W.
Calgary, AB T2L 2A6

Contact: Leslie Tomagi
Phone: 284-1121
Hours: 8:00-4:30

### GOAL:

To integrate persons with a mental disability into the regular work force.

### PARTICIPANT QUALIFICATIONS:

- Mentally disabled (developmentally handicapped)
- Over 18 years of age

### PROGRAM COMPONENTS:

- Vocational training
- Job search
- On-the-job training
- Follow-up and support

### DURATION:

Continuous intake. Duration of the program is set around the needs of the individual, there is no set exit criteria. On-the-job placements normally last 2 weeks after which the employer is expected to try and keep on the participant in a competitive employment situation.

### EMPLOYER EXPECTATIONS:

- Try to accommodate the individual needs of the participants (some workers may only be able to work part-time).
- The placement expectations are negotiated between the coordinator and the employer and depend on the individual (specific to the participant and type of job). Therefore, some placements may expect a wage to be paid, some may just require exposure to a working atmosphere (and no wages).
- Evaluations on participants' performance

- Allow counsellors to come on-site and provide support services during training period.

## FUNDING:

Primarily funded through Alberta Family Social Services and supplemented by private fund raising campaigns. Participants are on social assistance or AISH but in some cases participants are PAID a training allowance. In others, employers are expected to pay competitive wages.

## COMMENTS:

Placements are for entry-level jobs normally in the service areas.

## ADDITIONAL REFERENCES:

Karen Caughay - VRRI - 284-1121
Dermott Baldwain - Alberta Family Social Services - 270-5411

## EMPLOYMENT PLACEMENT SERVICES

### AGENCY:

| | |
|---|---|
| Calgary Vocational Services Society<br>Employment Preparation Centre and<br>Langevin Enterprises<br>915 - 33 Street N.E.<br>Calgary, AB T2A 6M6 | Contact: Elaine Lupal<br>Phone: 273-2822<br>Hours: 8:30-4:300 |

### GOAL:

To assist persons who have faced employment difficulties due to a handicap, in finding competitive employment.

### PARTICIPANT QUALIFICATIONS:

- 16 years of age or older
- Socially and/or vocationally handicapped due to a physical, emotional or learning disability.
- Unemployed with a skill shortage.

### PROGRAM COMPONENTS:

- Vocational Assessment - participants are assessed for skill level temperamental aptitude, etc.
- Langevin Enterprises - provides work training and skill development, how to communicate, self-concept, job preparation, job search, resume and interview skills, adjustment counselling and training in basic life skills.
- Work Training Placement - a voluntary work placement with a host company for 2 to 6 weeks depending on the individual.
- Job placement and employment follow-up.

### DURATION:

Continuous intake. Participants length of stay depends on the individual, normally 3-6 months. Placements have lasted for 1 week to over 6 weeks, normally 2-3 weeks.

### EMPLOYER EXPECTATIONS:

- No job displacement due to participant.

- Provide supervision and training.
- Appropriate feed back to coordinators.
- Participant evaluation upon conclusion.
- No financial cost to employer or special insurance requirements.

## FUNDING:

Funded by Family & Social Services (Provincial), with donations from private fund raising and the United Way. The placements are voluntary, participants are normally on social assistance.

## COMMENTS:

Program has a long history (around 30 years). There are 60-70 placements per year, normally entry level clerical, food service, light assembly or janitorial. Since the work experiences are voluntary, they are short, average 2-3 weeks. Program helps people of all backgrounds, mental health problems, learning disabled, physically disabled, brain injured, epileptic, visual and hearing impairments.

## ADDITIONAL REFERENCES:

## EMPLOYMENT PREPARATION PROGRAM

### AGENCY:

Mount Royal College
Transitional Vocational Program
4825 Richard Road S.W.
Calgary, AB T3E 6K6

Contact: Elaine Daneloensko
Phone: 240-6872
Hours: 8:30-4:30

### GOAL:

To provide persons who have mental disabilities with the necessary skills to acquire permanent employment.

### PARTICIPANT QUALIFICATIONS:

- 18 years of age or older
- Determined by a recent psycho-educational assessment as mildly developmentally delayed or a slow learner.
- Highly motivated to become employed.

### PROGRAM COMPONENTS:

- Probation period (1 month) - participants are assessed of their skills and abilities. It is determined whether or not they have the necessary motivation to continue with the program.
- Courses (Monday & Tuesday for 7 months) - computer literacy, job acquisition and retention skills, interpersonal skills, problem solving, functional math and literacy as it relates to the community living, creative thinking and human relationships.
- Placement on work sites for specific job training (Wednesday-Friday for 7 months) this can be a work experience or full-time employment.
- Full-time practicum work experience - on-site 5 days a week on the job training (4 months).
- Follow-up phase - 1 year - for successful graduates.

### DURATION:

Applications are received from January to April. Program runs from September to August (12 months), full-time day program. Class training is Monday & Tuesday, on-site work experience is Wednesday to Friday (for 7 months October to April). Full-time work experience runs from April to August (4 months).

### EMPLOYER EXPECTATIONS:

- Provide training and supervision to the participant.
- Fill out regular evaluation forms.
- May have to assign a specific supervisor to the participant for individual training assistance.
- Host employers are encouraged to top the wages an extra dollar per hour as incentive.

## FUNDING:

Funded by Alberta Advanced Education. To receive a PAID training allowance, participants must contact Alberta Career Development and Employment Centre or the Student Finance Board. There is no financial cost to host employers.

## COMMENTS:

This program has run for 10 years now, success rates are around 80% for employment. There is a maximum number of 17 participants per year. Jobs may include clerical, data entry, filing, warehouse, janitorial and delivery. Alberta Advanced Education has similar programs throughout Alberta.

## ADDITIONAL REFERENCES:

Hellen McGuckin - Alberta Career Development - 297-6347.
Ralph Westwood - Alberta Advanced Education - (403) 427-5634.
Lynda Dong - Mount Royal T.V.P. - 240-6872.

## INDIVIDUALIZED SKILLS TRAINING PROGRAM

### AGENCY:

Columbia Institute of Canada
802 Manning Road N.E.
Calgary, AB T2E 7N8

Contact: Bruce Skorobohach
Phone: 273-0315
Hours: 8:00-5:00pm

### GOAL:

To facilitate learning in both academic and personal development upgrading, and to assist in both securing and maintaining competitive employment.

### PARTICIPANT QUALIFICATIONS:

- 18 years of age or older
- Assessed as mildly or moderately mentally disabled.
- Assessed as being highly motivated toward securing and maintaining competitive employment.

### PROGRAM COMPONENTS:

Participants, depending on their skill levels, may chose between 2 options available:

a) morning classes - with computer assisted courses in Academic instructions, Language Arts, Math, Science, etc.
afternoon - the participant will work on-site with a host employer.
b) option two is 100% full-time employment experience with a host employer.

### DURATION:

Continuous intake process. Option A is 12 months (maximum) with an additional 12 month employment follow-up. Option B is 12 months follow-up inclusive. Individual work experience placements last between one and two months on average.

### EMPLOYER EXPECTATIONS:

- Employers are expected to pay the participant $2.00 per hour, however, if this is a financial problem and the work experience is highly beneficial, a new term may be negotiated.

- Employers are expected to provide extra training and support when necessary within a reasonable degree.
- Provide a monthly evaluation report.
- Allow individual support staff to provide adequate follow-up to participants where necessary.

## FUNDING:

Columbia is a non-profit organization. The program is funded entirely by Alberta Social Services. The employer is expected to pay $2 per hour to the participant. 95% of the participants are on Assured Income for the Severely Handicapped (AISH), the rest are on Social Assistance. There is no fee require by the participants.

## COMMENTS:

Classes are in small groups of about 8 individuals. The program mandate states that they must take 15 participants per year. Since September 1987 (36 months ago) 51 participants were placed in competitive employment after the program, of which 26 are still employed and 25 discontinued. The average length of time for current employment is 14 months. Out of 51 placements, 17 are 1 year and, 7 are 2 year. Therefore, approximately 64% of participants were successfully competitively employed and 26% were not successful, 10% are in a transitional phase. There is one placement working with the City in the civic cafeteria (has for 2 years). Types of jobs: clerical, janitorial, daycare, warehouse, foods and building trades.

## ADDITIONAL REFERENCES:

Dermont Valdwin - Alberta Social Services - 270-5468.

# JOB PLACEMENT PROGRAM

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## AGENCY:

Advance Industries
444 - 42 Avenue S.E.
Calgary, AB T2G 1Y4

Contact: Maureen Fahey-Graham
Phone: 243-1811
Hours: 8:00-4:00

## GOAL:

To place the mentally handicapped in a competitive employment environment, and offer training and support.

## PARTICIPANT QUALIFICATIONS:

- 18 year of age or older
- Diagnosed with a mental disability
- Independent in self care
- Must live within the Calgary region
- Function within a 1 to 5 staff/consumer ratio
- Independent in travel
- Motivated to become employed
- Consent and support of their guardians

## PROGRAM COMPONENTS:

There is no structural group program offered. Advance Industries arranges job trial periods or immediate hiring for clients in a competitive work environment. Agency staff provide on-the-job training and support until the employee becomes part of the working team. Participants are first trained in the vocational training program (if necessary), and in some instances are given on-site work experience (see Work Experience Program - Advance Industries) and finally seek employment through the job placement program.

## DURATION:

Continuous intake. Services are designed around the individual. Follow-up is provided for a minimum of 12 months to assist with job retention.

## EMPLOYER EXPECTATIONS:

- The employer is expected to treat the participant like any other employee and therefore, provide the necessary instructions, materials and training to do the job.
- The employer must comply to Alberta Labour Standards and provide the participant with minimum wage or better.
- A minimum of 30 hours a week for a 90 day term (minimum).

## FUNDING:

Advance Industries is a division of the Calgary Association for the Mentally Handicapped and is sponsored by Alberta Social Services. Additional funds come from The Flowers of Hope Campaign (fund raiser). Participants receive their wages directly from the employer, however, in some cases they may benefit from a wage incentive provided by Advance Industries.

## COMMENTS:

Advance Industries has placed one employee with The City already, she has been working successfully for over a year at Ace Day Care - mainly kitchen help and food preparation.. Other types of positions where candidates have been successfully placed include: warehouse labour, packaging, clerical, material handling, housekeeping, courier, automotive assistance, building trades and manufacturing. For the 89/90 year Advance successfully placed 13 of 15 participants in competitive employment situations.

## ADDITIONAL REFERENCES:

Liz Dolman - Program Supervisor - 243-1811

## OFFICE CAREERS FOR DISABLED ADULTS

### AGENCY:

Southern Alberta Institute of Technology
Extension Services Department
1301-16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Jayne Border
Phone: 284-7141
Hours: 8:00-4:30

### GOAL:

To provide training and work experience in the area of office technology to physically challenged individuals. Due to the variations in disabilities the learned skills at graduation vary.

### PARTICIPANT QUALIFICATIONS:

- Assessed as physically disabled (standard assessment by SAIT).
- Unemployed and on social assistance.
- Minimum grade 11 education.

### PROGRAM COMPONENTS:

- 52 week program
- Professional development/life skills - 200 hours, on-going through the year in class training.
- Keyboarding skills and typing - 160 hours.
- Bookkeeping and Accounting - 70 hours.
- English - 70 hours
- Office Procedures - 80 hours
- Computer Applications - 220 hours - Word Processing desk top publishing and Lotus.
- Machine transcription - 60 hours
- Filing and records management - 50 hours
- Practicum A - half way through for 8 weeks
- Practicum B - at the end for 14 weeks

## DURATION:

The program is 52 weeks in length running from January 8 to December 28. Timeline breakdown for 1990:

| | |
|---|---|
| ♦ in class instruction | January 8 - April 30 |
| ♦ first practicum | May 1 - June 25 |
| ♦ in class instruction | June 26 - September 20 |
| ♦ second practicum | Sept. 28 - December 28 |

## EMPLOYER EXPECTATIONS:

- Must provide a work plan or job description in advance.
- Employer may interview and select practicum students.
- Provide training to the participants in accordance with the Job Development Plan (CJS).
- Provide a safe and supervised environment for the participants.
- Provide evaluative comments to the coordinator on participants performance as required and fill out an evaluation at the end of the practicum.
- The presence of the participants on the hosts premises does not displace any employee or replace any employee on lay-off, waiting notice of recall or absent as a result of a labour stoppage or dispute.
- There is no financial cost for wages to the employer.

## FUNDING:

Funded by Canadian Job Strategy (CEIC) as a Job Development project. Participants are PAID a training wage of $5.50/hour based on a 30 hour week (40 during practicum). These wages are administered through SAIT. Funds are also available for necessary equipment such as visual aids or voice activators provided by SAIT. There is no financial cost to the host company (employer).

## COMMENTS:

20 participants started in the 1990 program, 5 have dropped out to date and the class sits at 15. Disabilities range from hearing and visual impairments to Muscular Dystrophy and heart defects. The class is made up of 50% male and 50% female. Last years success rate was close to 100% for employment after 3 months.

## ADDITIONAL REFERENCES:

Frank Dungen - CJS - 292-5248
Krystyna Williamson - SAIT - 284-8446.

## ON THE JOB TRAINING PROGRAM

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### AGENCY:

Progressive Alternative Services
#210, 1509 Centre Street South
Calgary, AB T2G 2E6

Contact: Debrah Wright
Phone: 262-8515
Hours: 8:30-4:30

### GOAL:

To promote integration of the developmentally and/or physically disabled into the "normal" workplace, as opposed to segregated workshop activity.

### PARTICIPANT QUALIFICATIONS:

- 18 years of age
- Be developmentally disabled.
- Be a Canadian citizen or Landed Immigrant and a resident of Alberta.
- Express a desire to be in the working world.

### PROGRAM COMPONENTS:

- Individual plans including speech therapy, physio, academic upgrading, social support networks that will make the placement successful.
- Locate work opportunities which are appropriate to the participant's individual talents. Place on-site with the host employer for anywhere from 2 weeks to 6 months. A full time one-on-one support worker helps the participant adjust to the job and train with him or her. The support worker is ultimately phased out over the placement period.
- A two-year follow-up phase for any job placement.

### DURATION:

Continuous intake - an individual's stay depends on his or her specific needs. Placement can last from 2 weeks to 6 months. Duration is determined around the individual.

### EMPLOYER EXPECTATIONS:

- Work coordinator to set up an individual work plan.
- Provide training support and supervision to the participants.
- Allow the support worker to assist the participant on-site.

- Provide evaluation comments on participant's performance and complete an evaluation form.
- There are no employment placement fees.

## FUNDING:

This program is funded by Alberta Social Services and through private donations. Employers may be eligible for Federal or Provincial Government wage subsidies for training workers who have a disability. The participants get funding through AISH or Social Assistance - the work experience is voluntary not paid.

## COMMENTS:

Progressive Alternatives also offer seminars to employee groups to aid in integrating a new employee into the work force. The types of jobs used in the past include clerical, janitorial, courier, and other assistant type positions.

## ADDITIONAL REFERENCES:

# THE WORKING SOLUTION - TRAINING ON THE JOB PROGRAM

## AGENCY:

Workers Compensation Board - Alberta
Vocational Rehabilitation Department
132 - 16 Avenue N.E.
Calgary, AB T2E 1J5

Contact: Ian Robertson
Phone: 297-8679
Hours: 8:00-4:30

## GOAL:

To rehabilitate individuals to self-sufficiency and re-employment; achieve pre-accident independence and develop a new set of marketable skills.

## PARTICIPANT QUALIFICATIONS:

- Injured on the job.
- Committed to job search.
- Anyone who has been on compensation has the right to these services.

## PROGRAM COMPONENTS:

The program is designed to suit the individual participant and the specific job placement. A potential employer requests a worker for a specific type of job. If outside training for the job is required, WCB contracts evening courses for an appropriate institution, otherwise all training is handled on-site through two components:

1) Work Assessment - the worker is placed on-site with the host for 2-4 weeks learning the skills for the job and gaining work experience, and/or;
2) Training on the job period - the work is placed on-site for 4 to 6 months.

## DURATION:

The program is under continuous intake and timelines are agreed upon between the employer and the WCB counsellor. A Work Assessment is 2-4 weeks and the training on the job is 4-6 months.

## EMPLOYER EXPECTATIONS:

- Employer is expected to submit job request outlining duties and responsibilities of the position.

- Meet with a counsellor and establish training guidelines and duration.
- Employer then provides the participant with safe and supervised on-the-job training, and a chance for the participant to acquire or develop the skills necessary to do the job.
- The employer sets the rate of pay and is responsible for full payment of wages - after the training period the employer submits a request for reimbursement and is reimbursed for the wages by WCB (or a percentage of the wages - whatever previously agreed).
- The employer must maintain open communication with the counsellor involved; and;
- Complete a performance evaluation form.

## FUNDING:

Reimbursement scales are determined by the employer and WCB counsellor prior to placement for example in a 4 month placement - the first month employee wages may be reimbursed 100%, 75% for the 2nd month, 50% for the third and 25% for the fourth. It is a negotiated pay order. Employers are normally reimbursed 100% for the shorter-work assessment placements. All funding for the program comes from WCB contributions. The participants are therefore, PAID subsidized wages.

## COMMENTS:

The program has been running for a number of years. Job types include: clerical, industrial, janitorial, Health care, driving and types of professional positions.

## ADDITIONAL REFERENCES:

Sharon Becker - WCB Rehabilitation Assistant - 297-3824.

# WORK EXPERIENCE PROGRAM

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## AGENCY:

Advance Industries
444 - 42 Avenue S.E.
Calgary, AB T2G 1Y4

Contact: Judy Brierley
Phone: 243-1811
Hours: 8:00-4:00

## GOAL:

To provide the participant with actual work experience that will lead to future job placement.

## PARTICIPANT QUALIFICATIONS:

Participants must be referred through Advance Industries Vocational Training Program. They must therefore meet the requirements of the program before Work Experience can take place.

## PROGRAM COMPONENTS:

Work experience is an 8 week on-site placement with a host company. Prior to this placement, participants receive training and education in living skills etc. through the Vocational training program (length is dependent on the individual). During the placement, job coaches offer on-the-job training and support services as required. After the work experience placement is complete, participants may seek competitive employment through the placement program (see Job Placement Program - Advance Industries).

## DURATION:

Continuous intake. Work experience placements last 8 weeks in length. Pre-employment training depends on the individual.

## EMPLOYER EXPECTATIONS:

- Minimum wage is expected to be provided by the employer.
- The participant is not to replace or displace any other existing employee.
- Maintain regular contact with placement officer..
- Provide a full evaluation at the end of 8 weeks.
- Comply with Workers Compensation Standards.

## FUNDING:

Participants receive wages from the employer (minimum wage normally) and are also usually on AISH - Assured Income for the Severely Handicapped. Advance Industries is a division of the Calgary Association for the Mentally Handicapped and is sponsored by Alberta Social Services. Additional funds result from The Flowers of Hope Campaign (fund raiser).

## COMMENTS:

Currently there are only 3 participants involved in work experience projects. The vocational training program does not require all its participants to take part in work experience before moving into the job placement program.

## ADDITIONAL REFERENCES:

Liz Dolman - Program Supervisor - 243-1811.

## WORK ORIENTATION WORKSHOPS

### AGENCY:

Canadian National Institute for the Blind
Calgary Service Centre
15 Colonel Baker Place N.E.
Calgary, AB T2E 4Z3

Contact: Stewart Sutcliffe
Phone: 266-8831
Hours: 8:30-4:30

### GOAL:

To provide a realistic work experience and to train living skills. Develop realistic career options and re-integrate into the school system. Develop independent living and social skills that are necessary to integrate into the mainstream.

### PARTICIPANT QUALIFICATIONS:

- Legally blind - defined as 20 over 200 visual activity, with the best possible correction or visual fields less than 20%.
- Between the ages of 15 and 20 years old.
- Potential high school dropouts.

### PROGRAM COMPONENTS:

- Workshops on pre-employment preparation - resume writing, interviewing, er/ee relationships, coping with vision loss, job search, blind persons rights, problem solving on the job, dressing for the job and career planning. (10 days)
- Rehabilitation - while living at CNIB residence, participants learn living skills, orientation and mobility (safe independent travel), financial management, leisure and recreation planning.
- Work experience - actual placement in the local business community matching interests, abilities and present skills (4 weeks), normally just one company.

### DURATION:

The summer program is 7 weeks inclusive with weekends off. The participants live in CNIB residence from July 3 to August 16. There are 10 days of classroom instruction and 4 weeks of work experience on-site with a host company.

## EMPLOYER EXPECTATIONS:

- Interview and select client.
- The employer does not have any financial responsibility for wages to the participant but is responsible for the distribution of pay checks provided by CNIB.
- Fill out four reports on participants progress.
- Co-operate with CNIB Job Coaches and allow for minor adaptations to the work site, for example, stronger lighting or contrast stripes on stairs (CNIB would handle costs).
- On-going feedback to client and sponsor.

## FUNDING:

Program is funded by Employment and Immigration Canada - Canadian Job Strategies. The participant is however, required to pay $150 for room and board. The participant is paid the minimum wage for working and also paid $10 per day for attending the workshops. Provincial funding was used for the "Job Coach" positions this summer from S.T.E.P.

## COMMENTS:

All participants must take part in a 3-day residential assessment prior to program entry, assessment does not necessarily indicate program placement. For 1990 CNIB Assessed 10 individuals and accepted 6, referrals can come from schools, parents or case workers. After participating in the program all 6 students returned to high school or went back for upgrading, therefore, the project was considered successful. Type of jobs included: silk screening, journalism (Herald), child care, and clerical.

## ADDITIONAL REFERENCES:

Tannya Zomwald - Canadian Jobs Strategy - 292-6335.

# PROGRAMS FOR WOMEN

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# BASIC INDUSTRIAL SEWING MACHINE OPERATOR TRAINING

## AGENCY:

Calgary Board of Education
Further Education Department
Room 204, 930 - 13 Avenue S.W.
Calgary, AB T2R 0L4

Contact: Maureen Desorcy
Phone: 229-337
Hours: 8:15-4:30

## GOAL:

To provide women with the necessary training to work in the garment industry, eventually to secure competitive employment.

## PARTICIPANT QUALIFICATIONS:

- Women who qualify under re-entry criteria.
- Over 17 years of age.
- Minimum grade 6 education.
- Minimum level 3-English as a Second Language.

**Note: no previous sewing experience is required.**

## PROGRAM COMPONENTS:

- Life skills - academic English, job finding, and career planning (3 weeks).
- Training - instruction in machine operation and techniques (12 weeks split by work experience components.
- Work experience - on-site experience in a host company (5 weeks in total) -
  first practicum - 5 weeks into the program (for 1 week)
  second practicum - 10 weeks into the program (for 2 weeks)
  third practicum - at end of program.

## DURATION:

The program runs twice a year for 90/91. The dates are:
- October 1/90 to February 20/90
- March 4/91 to July 15/91.

The participants attend 8:00-4:00 p.m. Monday - Friday for the 20 weeks.

## EMPLOYER EXPECTATIONS:

- Provide a safe supervised working environment.
- Provide a varied program for the trainee.
- Allow the trainee to upgrade in skills and speed.
- Permit the coordinators to visit and monitor the trainees performance on-site.
- Evaluation at the end of work experience term.

## FUNDING:

The program is funded by Employment and Immigration Canada - Canadian Job Strategy. There is no cost to the participant or the training place host. The participants receive a PAID training allowance from CJS by CJS criteria and is also eligible for daycare benefits.

## COMMENTS:

The program is mandated for 24 participants per year, which means 12 per program. The make-up of participants include members from visible minority and aboriginal groups. The program has a past success rate of 88% based on employment. Type of jobs include anything garment related - dry cleaning, repairs and alterations, etc.

## ADDITIONAL REFERENCES:

Canadian Job Strategy - 292-4855.

## COMPUTER BUSINESS APPLICATION PROGRAM

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### AGENCY:

McKay Computer College
130, 910 - 7 Avenue S.W.
Calgary, AB T2P 3N8

Contact: Joanne Hampson
Phone: 269-6711
Hours: 8:30-4:30

### GOAL:

To prepare the student for an entry level position in the business community.

### PARTICIPANT QUALIFICATIONS:

- 18 years of age or older
- Resident of Alberta for at least one year.
- Out of school for at least one year.
- Presently unemployed and actively seeking employment
- Grade 12 diploma or equivalent
- 25 wpm typing

### PROGRAM COMPONENTS:

- Instructional courses provided by McKay College include: manual accounting, computerized accounting, word processing, spread sheets, Lotus 1-2-3, and an introduction to payroll practices.
- Voluntary work experience project - where the "student" works in a placement "host" company.

### DURATION:

The academic portion of the course is 12 weeks in length and is offered every 12 weeks (on average). The next session starts September 12 to December 12. Students attend 5 hours/day 5 days/week with 2-4 hours daily homework. The volunteer work experience portion is 2 weeks in length and follows the academic section.

### EMPLOYER EXPECTATIONS:

- Evaluation required at the end of placement (2 weeks).
- Employer is not responsible or committed to permanent employment at the end of the placement period.

- There is no financial cost to the employer and no remuneration by McKay.
- It is required that the work experience be related to the students course.

## FUNDING:

McKay is a "private" college that requires a tuition fee on behalf of the student. Currently, the tuition is $2,395.00. A student may apply for provincial funding and if deemed appropriate (necessary) by the province, qualify for full tuition sponsorship and a training allowance under the provincial guidelines. Funding applications may be obtained from McKay College or by contacting Pamela Komf, Alberta Education (Edmonton). The work experience portion of the program is voluntary and therefore unpaid. (2 weeks)

## COMMENTS:

The majority of students refrain from participation in the work experience portion of the course because it is voluntary (not required) and it is unpaid. (60%) The placement success rate for graduates is 75% within 3 months and of the 60% of participants who participate in the work experience portion, 1/3 stay on permanent with the "host" company. Entry level accounting and data entry are the main types of positions acquired.

## ADDITIONAL REFERENCES:

Pamela Kompf - Alberta Education (403) 427-7151
Melody Secours - Instructor (McKay) - (403) 269-6711
Marg Olliver - Placement Assistant Coordinator - (403) 269-6711

## DESKTOP PUBLISHING TRAINING PROGRAM

### AGENCY:

Career Advancement Training Systems (CATS)
2nd Floor, 106 - 11 Avenue S.W.
Calgary, AB T2R 0B8

Contact: Maria Donato
Phone: 266-3615
Hours: 8:00-4:30

### GOAL:

To provide comprehensive employment preparation and job experience program to prepare clients for secure long term, competitive employment.

### PARTICIPANT QUALIFICATIONS:

- Women who are unemployed.
- Having difficulty making the transition into the workplace (determined by C.A.T.S.)
- Must have achieved a minimum Grade 8 education.

### PROGRAM COMPONENTS:

- Personal preparation for employment through literacy training to Grade 12, cross-cultural awareness and business communication skills. (375 hours)
- S.A.I.T. training in computer hardware and software (360 hours to be changed to 560 hours).
- On the job training through host training placements (two eight-week practicums).

### DURATION:

The program normally runs from December to September. Component 1 is 10 weeks; 375 hours. Component 2 will be increased next year from 360 hours (12 weeks) to 560 hours (16 weeks). Practicum runs from May to September 16 weeks total. Students attend classes and work 7.5 hours per day, 5 days per week.

### EMPLOYER EXPECTATIONS:

- Must provide a supervised and supportive environment.
- Must provide detailed assessment of clients.
- Must provide a detailed job description.
- No financial exchange between host company and practicum student.

Typically, host trainers are corporations or organizations who have been in business for at least one year and who currently use desktop publishing and/or graphic capabilities in their repertoire of computer applications.

## FUNDING:

Canadian Job Strategy and Alberta Career Development both fund the program 50/50. A training allowance is paid to the participants based on their individual needs. There is no financial responsibility on the part of the host company.

## COMMENTS:

24 students in the program per year. The success rates for last year were around 90%. 22 of the 24 students found employment after 3 months. By mandate the program must have 50% of the participants referred from Social Assistance, of the 24 women participants, 2 must be Native, 2 Handicapped, and 8 members of a visible minority.

## ADDITIONAL REFERENCES:

Canadian Job Strategies - 292-4855.

# DESKTOP PUBLISHING PROGRAM

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## AGENCY:

Office Automation Education Centre
510, 250 - 6 Avenue S.W.
Calgary, AB T2P 3H7

Contact: Lisa Chiasson
Phone: 262-5913
Hours: 8:00-4:30

## GOAL:

To train women in desktop publishing for eventual full time permanent employment.

## PARTICIPANT QUALIFICATIONS:

- Women over 18 years of age
- Unemployed
- Grade 10 minimum education
- 20 words per minute typing
- Completion of a test for English, Math & Typing

## PROGRAM COMPONENTS:

20 weeks in class and 16 weeks on-site with a host employer. The practicums are broken into 4 groups of 4 weeks each. The practicum get progressively more involved as the participants gain more and more skills. In the first practicum, duties are basic, answering telephones, photocopying, filing and some word processing. Eventually, participants learn accounting, spread sheets, data entry and are able to handle almost any office requirement. In class training is given in Lotus, Word Perfect DBase, Microsoftware, Pagemaker and P.C.

## DURATION:

Two intakes with 10 participants each.

1) April 2/90 to January 18/91
2) May 2/90 to February 15/91

## EMPLOYER EXPECTATIONS:

- To provide training and supervision to the participants.
- To fill out weekly time sheets on the participant.
- To allow the participants to attend off-site activities.

- To allow coordinator access for monitoring training.
- Evaluation of participants at the end of each rotation.

## FUNDING:

This program is funded by Canadian Job Strategy as a re-entry program. The participants will receive a PAID training allowance from CJS and may also be eligible for daycare subsidy. The host employer is not responsible for any financial costs associated with wages.

## COMMENTS:

Of the 21 total participants there are 4 visible minorities and 3 aboriginals. Two more participants get tutoring in ESL provided by Office Automation. Past success rates are around 92% for employment. Jobs are normally of the clerical/secretarial type.

## ADDITIONAL REFERENCES:

Gene Grant - Canadian Jobs Strategy - 292-5206.

## FULL TIME BUSINESS PROGRAM

### AGENCY:

YWCA Calgary
Calgary Business College for Women
320 - 5 Avenue S.E.
Calgary, AB T2G 0E5

Contact: Jerry Dawe
Phone: 263-1550 ext. 364
Hours: 8:30-4:30

### GOAL:

To prepare women for employment in today's automated office. The curriculum is designed to instruct students in both new technologies and traditional office skills.

### PARTICIPANT QUALIFICATIONS:

- Women over 18 years of age
- Unemployed
- Minimum Grade 10 (transcripts or test required)
- Minimum 25 wpm typing (test conducted)

### PROGRAM COMPONENTS:

- Computer Concepts (4 hrs/week) - the basic components of the computer and how it works at a functional level. Orientation, history, terminology and basic DOS commands are covered.
- Computer Applications (6 hrs/week) - each student is assigned her own IBM PC for a minimum of 4 hours per day. Practical experience is gained in word processing applications, spreadsheet, data entry in ACCPAC. Current business software is utilized.
- Word processing (5 hrs/week) - students learn to prepare letters, reports, forms and other business applications.
- Accounting (6 hours/week) - fundamental principles bookkeeping skills, financial statement preparation, payroll and specialized journals are taught.
- Keyboarding/Typing - students will develop typing skills to a minimum proficiency of 40 wpm.
- Business Mathematics (3 hrs/week) - basic business math is taught along with the use of electronic calculators.
- Business English (3 hours/week) - Students learn the basic principles of basic english and strengthen both oral and written communications.
- Office Procedures (3 hrs/week) - reception and telephone techniques, filing systems, record keeping, transmittal services, office communication and organization.

- Life Skills - positive work habits and interpersonal skills along with job search and resume/interview preparation.
- Work Practicum (4 weeks) - upon conclusion, students participate in an on-site work experience.

## DURATION:

The course is offered on a full time basis with 32.5 hours of instruction per week for 28 weeks, followed by the 4 week work experience component. The present course started in June 90 and is finishing in December 90 with the practicum running from November 19, 1990 to December 14, 1990. In 1991 the course will run mid January to August.

## EMPLOYER EXPECTATIONS:

- Provide training to the participants in accordance with CJS standards.
- Provide a safe and supervised environment.
- Provide evaluative comments to the coordinator on participant's performance as required.
- Complete a detailed performance evaluation at end.
- No financial expectation of the host.

## FUNDING:

This program is funded by Canada Employment training and Canadian Jobs Strategy. There is no cost to the participants and no cost to the host companies. The participants are PAID a training allowance and a child care allowance.

## COMMENTS:

Success rate overall for employment has been 88.6%. The program is under employment equity guidelines which means participants make up a percentage of visible minorities, aboriginals, persons with disabilities and social assistance referrals. The City of Calgary as a Corporation has been a "host" sponsor in the past very successfully.

## ADDITIONAL REFERENCES:

Donna Perry - Canada Employment - 292-5859
Denise Chilton - TESA, Personnel Services - 268-2202.

# INSTRUMENT DESIGN ASSISTANT PROGRAM

## AGENCY:

Southern Alberta Institute of Technology
Power Engineering Department
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Dave Gemmill
Phone: 284-8824
Hours: 8:00-4:30

## GOAL:

To prepare 21 women for employment within an engineering environment, providing support to the design process. Their work will include value sizing calculations, blueprint reading, drafting, electronics specifications, equipment ordering, measurements and report preparation.

## PARTICIPANT QUALIFICATIONS:

- Minimum Grade 11 (testing conducted CAATS)
- Female
- Minimum 30 wpm typing
- Unemployed
- Must pass a screening interview

## PROGRAM COMPONENTS:

The course is 48 weeks in length and consists of 36 weeks off-site (class and lab instruction at SAIT) and 12 weeks on-site training with a host company.

- First Quarter - Orientation-15 hrs; English-30 hrs; Math-30 hrs; Study Skills-15 hrs; Professional Development-15 hrs; Basic Instrumentation-103 hrs; Plant Operations 1-103 hrs; Instrumentation Software 1-79 hrs. Total 390 hours.
- Second Quarter - Professional Development-10 hrs; Plant Operations II-43 hrs; Plant management and Economic-67 hrs; Communications-50 hrs; Intermediate Instrumentation-72 hrs; Basic Drafting-36 hrs; Word Processing 1-62 hrs. Total 340 hours.
- Third Quarter - CAD Principles-67 hrs; Plant Operations III-55 hrs; Plant Processes-43 hrs; Advanced Instrumentation-60 hrs; Word Processing II-33 hrs; Instrumentation Software II-72 hrs; Professional Development/Job Search-20 hrs; . Total hours - 350 hours.
- Practicum (12 weeks) - 4 weeks half-way after the second quarter and 8 weeks at the end. On-site work experience.

## DURATION:

The course is 48 weeks in length, 36 weeks off-site and 12 weeks on-site. SAIT training consists of 1,080 total hours - 499 in the classroom and 581 in the Lab.

The program timeline for 90/91:

| | | |
|---|---|---|
| ♦ First Quarter | March 19-June 08 | 12 weeks |
| Second Quarter | June 15-August 31 | 12 weeks |
| First Practicum | Sept. 04-Sept. 28 | 4 weeks |
| Third Quarter | Oct. 01-Dec. 21 | 12 weeks |
| Xmas Break | Dec. 24-Jan 01 | 1 week |
| Second Practicum | Jan 02-Feb 22 | 8 weeks |

## EMPLOYER EXPECTATIONS:

- Must provide a work plan or job description in advance.
- Employer may interview and select practicum students.
- Provide training to the participants in accordance with the re-entry plan (CJS).
- Provide a safe and supervised environment for the participants.
- Provide evaluative comments to the coordinator on participants performance as required and fill out an evaluation at the end of the practicum.
- The presence of the participant on the host's premises does not displace any employee or replace any employee on layoff, waiting notice of re-call or absent as a result of a labour stoppage or dispute.
- There is no financial cost to the employer.

## FUNDING:

This program is funded by Canadian Job Strategy. The participants do not have any financial costs or tuitions, they also receive a PAID training allowance (determined by CJS standards) and are eligible for daycare benefits. There is no cost to the host employer for the practicum period.

## COMMENTS:

This is a new program with no previous success rate to quote. There are 25 participants with a mix of racial backgrounds. Equity base requires a percentage of visible minorities, aboriginals and social allowance referrals. This is a re-entry program by CJS standards.

## ADDITIONAL REFERENCES:

Frank Dungen - Canadian Jobs Strategy - 292-5248
Alex Laughlin - SAIT, Extension Services - 284-8446

## INTRODUCTION TO SECRETARIAL ARTS WORK PRACTICUM

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### AGENCY:

Southern Alberta Institute of Technology
Business Education Department
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Lenore Camron
Phone: 284-7030
Hours: 8:00-4:30

### GOAL:

To prepare women for a contemporary business environment and to provide work practicums to assist students in gaining experience in performing various office duties (telephone, reception, copying, filing, keyboarding, wordprocessing).

### PARTICIPANT QUALIFICATIONS:

- Women who are currently unemployed
- Social assistance recipients
- Minimum Grade 10 education and in need of re-entry training

### PROGRAM COMPONENTS:

- Session 1 - English (80 hrs); Typing (80 hrs); Office Adminstration (60 hrs); Business Machines (40 hrs); Computer Literacy (20 hrs); Word Perfect (80 hrs); Personal and Professional Development (60 hrs).
- Practicum I - on-site work experience
- Practicum II - English (80 hrs); Typing II (70 hrs); Office Administration II (30 hrs); Accounting (60 hrs); Machine Transcription (40 hrs); Computer applications (60 hrs); Personal & professional development (60 hrs); job search skills (10 hrs).
- Practicum III - on-site work experience.

### DURATION:

Session 1 - February - June (5 months)
Session 2 - July 16 - October 12 (3 months)

Practicum I - June - Mid July (6 weeks)
Practicum II - October 15 - December 7 (8 weeks)

## EMPLOYER EXPECTATIONS:

- Employer must prepare work pan in advance.
- Employer may interview and select practicum students.
- Employer should provide the students with exposure to study related skills and adequate supervision.
- Employers are required to fill out a performance evaluation at the end of the practicum.
- No financial exchange between the employer and the practicum student within the regular hours.

## FUNDING:

This program is funded entirely by Canadian Jobs Strategy (CEIC). The participants are PAID a training allowance by and determined by CJS. There are also subsidies for daycare and clothing.

## COMMENTS:

This is the first year for the program in targeting this specific group and therefore, no official success rates are available. The employment goal however, is 70% with 3 months. There are 25 sponsored positions and 4 have dropped out to date leaving 21 students in the 1990 program. The students range in age from 19 to 50+ and well represent visible minorities and aboriginal populations. Persons with disabilities are not represented in the 1990 program. Type of jobs obtained or trained in are clerical and secretarial.

## ADDITIONAL REFERENCES:

Frank Dungen - Canadian Jobs Strategy - 292-5248
Krystyna Williamson - SAIT - 284-7218.

## JOINT VENTURE ACCOUNTING

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### AGENCY:

| | |
|---|---|
| Southern Alberta Institute of Technology | Contact: Alex Laughlin |
| 1301 - 16 Avenue N.W. | Phone: 284-8446 |
| Calgary, AB    T2M 0L4 | Hours: 8:00-4:30 |

### GOAL:

To provide 25 women who are re-entering the workforce with theoretical and practical skills for employment as joint venture accountants in the petroleum industry.

### PARTICIPANT QUALIFICATIONS:

- Women who qualify under the re-entry criteria
- Equivalent of a grade 12 education
- An interest in accounting

### PROGRAM COMPONENTS:

The training schedule begins with 2 weeks of orientation and life skills, followed by 6 weeks of math and English upgrading. This is followed by 12 weeks of theory (accounting, oil and gas contracts, fixed assets, computer systems, etc.); 8 weeks of work experience, another 11 weeks of theory and finishing with a second 8 weeks of work experience.

### DURATION:

The project will be 52 weeks in length with 48 weeks of participant training (32 weeks off-site and 16 weeks on-site). Participants start November 13, 1990, and finish October 25, 1991 (subject to NHQ approval).

### EMPLOYER EXPECTATIONS:

- To provide training to the participants in accordance with the re-entry plan.
- To provide a safe and supervised environment for the participants.
- To allow the participants to attend off-site activities during the training periods.
- To allow the representatives of the coordinator and of Employment and Immigration Canada to visit his/her premises for the purposes of monitoring the progress of the training.

- To report to the coordinator any unauthorized absence of the participant in excess of three days.
- To provide evaluative comments to the coordinator on participants performance as required.
- The presence of the participant on the host's premises does not displace any employee or replace any employee on lay-off, waiting notice of recall, or absent as a result of a labour stoppage or dispute.

## FUNDING:

The program is funded by Canada Employment - Canadian Jobs Strategy. The participants do not have any financial costs or tuitions, they also receive a PAID training allowance (determined by CJS standards) and are eligible for daycare benefits.

## COMMENTS:

This is a brand new program offered for the first time this year.

## ADDITIONAL REFERENCES:

Frank Dungen - CJS - 292-5248.

## MICRO COMPUTER TRAINING RE-ENTRY PROGRAM

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### AGENCY:

Office Automation Education Centre
510, 250 - 6 Avenue S.W.
Calgary, AB T2P 3H7

Contact: Rose Marie Hall
Phone: 262-5913
Hours: 8:00-4:30

### GOAL:

To train motivated women to re-enter the work force and gain permanent employment in the area of micro computers.

### PARTICIPANT QUALIFICATIONS:

- Women, motivated to re-enter the work force.
- 20 wpm typing an asset
- Grade 10 minimum preferred
- Unemployed or Social Assistance recipient

### PROGRAM COMPONENTS:

- Office Skills (38 days) - Business english and math review, typing, upgrading to a minimum of 40 wpm, reception and mailroom skills, introduction to bookkeeping, records management.
- Microcomputers (55 days) - DOS, Word Perfect 5.0-word processing, Lotus 1-2-3 spreadsheet, Microsoft Word - wordprocessing.
- Career and Life Management (24 days) - Interpersonal skills, assertive/motivational training, grooming and wardrobe planning, goal setting/decision making, nutrition/fitness, financial planning/legal rights.
- Job Search - resume writing, interview skills, career and education development.
- Work training at host company giving practical experience in automated office skills.

### DURATION:

Two classes:

1) Intake 1 - September 1990 - June 1991 (12 participants)
2) Intake 2 - November 1990 - August 1991 (12 participants)

Four rotations for on-site training:

1) December 5/90 - January 3/91 and February 19/91 - March 8/91
2) January 25 - February 13 and April 3 - April 19
3) March 12 - April 2 and May 16 - June 5
4) April 24 - June 11 and June 27 - August 15.

## EMPLOYER EXPECTATIONS:

- To provide training to the participants in accordance with the entry/re-entry plan (CJS agreement).
- To provide a safe and supervised environment for the participants while under his/her supervision.
- To allow the participants to attend off-site activities during the training periods, as provided for under the re-entry plan.
- To allow the representatives of the coordinator and of Employment and Immigration Canada to visit his/her premises for the purposes of monitoring the progress of the training.
- To forthwith report to the coordinator any unauthorized absence of the participant in excess of three days.
- To provide evaluative comments to the coordinator on participants' performance as required.

## FUNDING:

This program is funded by Canadian Jobs Strategy as a re-entry program. The participants will receive a PAID training allowance and if eligible UI benefits from EIC during their participation in the program. The host employer is not responsible for any financial costs.

## COMMENTS:

To date 80% of the participants in the program have obtained employment in automated clerical positions with salaries ranging from $1,000 to $1,600 per month.

## ADDITIONAL REFERENCES:

Gene Grant - Canadian Jobs Strategy - 292-5206.
Sue Correll - Office Automation - 262-5913.

## NEW BEGINNINGS II

### AGENCY:

Frank and Associates Consultants Ltd.
Suite 405, 5920 - Macleod Trail South
Calgary, AB T2H OK2

Contact: Larry Hill
Phone: 259-4550
Fax: 252-5870
Hours: 8:30-4:30

### GOAL:

To provide comprehensive employment preparation and job experience program to prepare clients for secure long term, competitive employment.

### PARTICIPANT QUALIFICATIONS:

- Women over the age of 18.
- Presently unemployed or on Social Assistance.
- Minimum Grade 10 education.
- Some ESL training (not specified).
- Typing of min 15 words per minute.
- In need of re-entry training.

### PROGRAM COMPONENTS:

- Life skills portion - 200 hours in class training in ESL, career development, job hunting, decision making, communications and money management.
- Business training - 200 hours office procedures, telephone answering, bookkeeping, filing, accounting.
- Computer training - 400 hours software courses in Wordperfect 5.0, 5.1; Lotus 1-2-3, MS DOS 3.3, Accpac, Bedford 3.3 and Data Base 4. Hardware - IBM and PCXT, Desktop Publishing, McIntosh.
- On-site placement in host company: 20 weeks in 2 10 week sessions.

### DURATION:

New Beginnings II runs from February 2 to November 23 (40 weeks inclusive). Students attend 7 hours/day, 5 days/week, Monday to Friday. Practicum 1 ran May 3 to July 6/90 and Practicum 2 is set for September 17 to November 23. New Beginnings III should follow similarly.

## EMPLOYER EXPECTATIONS:

- Provide training to the participants.
- Provide a safe and supervised environment for the participants.
- Allow participants to attend off-site activities during the training periods (for things such as employment interviews, etc.)
- Allow representatives from Frank & Associates or CJS to visit the premises for purposes of monitoring the progress of training.
- Report to the Co-ordinator any unauthorized absence.
- Provide evaluative comments to the Co-ordinator on the performance of the participants as required.
- Not displace any employee or replace any employee on lay-off.

## FUNDING:

The program is sponsored by Canadian Job Strategy. The participants are paid a training allowance by CJS and determined by CJS. There is no financial responsibility by the host company.

## COMMENTS:

Last year the program had a success rate of 83% for employment. This year they have 30 students 3 of whom are aboriginal and 10 members of a visible minority. Job types are secretarial/clerical, data input or in the financial area. Other branches in Standoff and Lethbridge (Innovations program).

## ADDITIONAL REFERENCES:

Jerry Erber - Canadian Jobs Strategy - 221-3490.

# OIL AND GAS PRODUCTION ACCOUNTANT PROGRAM

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## AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: John Belgrave
Phone: 284-8567
Hours: 8:00-4:30

## GOAL:

This program is designed to provide the required training in financial and production accounting procedures for employment in the oil and gas industry.

## PARTICIPANT QUALIFICATIONS:

- Unemployed women
- Minimum Grade 11 education
- Canadian Adult Achievement Test conducted by SAIT and a screening interview.
- No previous experience is required

## PROGRAM COMPONENTS:

There is a combination of in-class instruction and work experience.

- In-class Instruction - Life Skills (personal & professional), academic upgrading (English, Math & Computer Literacy), Introduction to the Petroleum Industry, Intermediate & Advanced Production Accounting, Computerized Accounting.
- Two On-site work experience practicum - (8 weeks each)

## DURATION:

The 89/90 program runs for 51 weeks (50 weeks training and 1 week break at Christmas). The two practicums run for 8 weeks each.

## EMPLOYER EXPECTATIONS:

- Provide a work plan or job description in advance.
- Employer may interview and select practicum students.
- Provide training to the participant in accordance with the CJS re-entry plan.
- Provide a safe and supervised environment for the participant.

- Provide evaluative comments to the coordinator and complete a detailed evaluation form at the end of the practicum.
- The presence of the participant on the host's premises does not displace any other existing employee.
- There is no financial cost to the "host" employer.

## FUNDING:

The program is funded by Canadian Jobs Strategy (Re-entry for Women) and 10 seats are contracted for Social Assistant recipients. Participants are PAID a training allowance based upon the individuals need in accordance to the sponsor's guidelines. The allowance is set at an hourly rate projected on a 35 hour work week and is subject to the participants attendance. Some clients may be accessing UIC benefits in place of the training allowance. Participants with children under the age of 14 are eligible for daycare assistance. There is no financial responsibility for wages on the part of the "host" employer.

## COMMENTS:

25 seats sponsored last year with 10 reserved for Social Assistance recipients. Out of the 24 graduates, 22 were successfully employed after the program.

## ADDITIONAL REFERENCES:

Tanya Zumwalt - Canadian Jobs Strategy - 292-6335
Alex Laughlin - SAIT, Extension Services - 284-8446.

## PROCESS PIPING AND DRAFTING

### AGENCY:

Southern Alberta Institute of Technology
Drafting Department
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Ron French
Phone: 284-8465
Hours: 8:00-4:30

### GOAL:

To train participants to work in an engineering environment, scale modelling, AUTOCAD in line with the Energy Projects Engineering Contractor Association.

### PARTICIPANT QUALIFICATIONS:

- Women over the age of 18
- Unemployed
- 30 wpm typing
- Alberta equivalent grade 11 in Math and English
- Drafting background is an asset

### PROGRAM COMPONENTS:

- First Quarter (13 weeks) - orientation 30 hrs; Basic Drafting 192 hrs; Basic Piping Data 36 hrs; Flow Sheet Development 36 hrs; Unit Processing 60 hrs; Basic Mathematics 36 hrs.
- Second Quarter (14 weeks) - Professional Development 10hrs; Applied Drafting 180 hrs; Instrumentation 48 hrs; Basic AutoCAD 60 hrs.
- Practicum I - 4 weeks at 40 hrs/week; on-site work experience.
- Third Quarter (15 weeks) - Professional Development/Job Search 20 hrs; Applied Project Drafting 180 hrs; Blueprint Reading 36 hrs; Piping Materials 48 hrs.; Structural Drawing 48 hrs; Plant Equipment 36 hrs; AutoCAD project 36 hrs.
- Practicum II - 4 weeks at 40 hrs/week; on-site work experience.

### DURATION:

The program is 50 weeks in length (49 training; 1 Xmas break). It runs from March 19, 1990 to March 1, 1991.

| | |
|---|---|
| First Quarter | March 19 - June 15 (13 weeks) |
| Second Quarter | June 18 - Sept. 21 (14 weeks) |
| First Practicum | Sept. 24 - Oct. 19 ( 4 weeks) |

| | |
|---|---|
| Third Quarter | Oct. 22 - Feb. 01 (15 weeks) |
| Xmas Break | Dec. 24 - Jan. 01 (1 week) |
| Second Practicum | Feb. 4 - March 01 (4 weeks) |

## EMPLOYER EXPECTATIONS:

- Provide a work plan or job description in advance.
- Employer may interview and select practicum students.
- Provide training to the participant in accordance with the CJS re-entry plan.
- Provide a safe and supervised environment for the participant.
- Provide evaluative comments to the coordinator and complete a detailed evaluation form at the end of the practicum.
- The presence of the participant on the host's premises does not displace or replace any other employee.
- There is no financial cost to the "host" employer.

## FUNDING:

By Canadian Jobs Strategy as a re-entry project for women. A training allowance is PAID to the participants based on the individuals necessity. Participants are also eligible for daycare subsidy. There is no financial cost to the participant or to the "host" employer.

## COMMENTS:

This is a new program and no previous success rates are available. Employment equity guidelines are followed. There are 14 participants in the 90/91 program.

## ADDITIONAL REFERENCES:

Tanya Zumwalt - Canadian Job Strategy - 292-6335
Alex Laughlin - SAIT, Extension Services - 284-8446

## SECRETARIAL REFRESHER

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### AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Krystyna Williamson
Phone: 284-8446
Hours: 8:00-4:30

### GOAL:

To give people with previous secretarial skills an introduction to computer technology and new office practices and procedures used in today's business environment.

### PARTICIPANT QUALIFICATIONS:

- Women who are long term unemployed
- Applicants should be able to demonstrate an interest and ability in working with an office environment.
- Grade 11 (Alberta) or its equivalent, especially English 20 or 23.
- Previous secretarial experience essential - assessment will be made on:
  - English Achievement Level Test
  - Clerical Aptitude Test
  - Typing Speed - 35 wpm

### PROGRAM COMPONENTS:

| | |
|---|---|
| Orientation/Job Search Skills | 42 hours |
| Word Perfect/Lotus 123 | 110 hours |
| Accounting Principles | 40 hours |
| Business English Skills | 70 hours |
| Filing/Office Procedures | 38 hours |
| Typing | 60 hours |

**Total Hours = 360 hours**

There is no practicum or on-site work experience component to this program.

### DURATION:

The next program is set to run November 19, 1990 to February 15, 1991. This is a 12 week program with no work experience component.

## EMPLOYER EXPECTATIONS:

There is no work experience component to this program and no formal employee expectations.

## FUNDING:

Canadian Jobs Strategy sponsors 15 seats per program and therefore participants are eligible for a PAID training allowance. Participants are also eligible for daycare benefits.

## COMMENTS:

This is an old program run at SAIT for some time now, but with a poor success rate (about 40%). It was explained that many of the women who graduate from the course just don't want to return to work and can't be forced.

## ADDITIONAL REFERENCES:

Cindy Ahlstrom - Canada Employment Centre - 292-5859.
Alex Laughlin - SAID Extension Services - 284-8446.

## STELLAR FIVE JUNIOR ACCOUNTANT PROGRAM

### AGENCY:

Stellar Five International Ltd.
Regional Office
4th Floor, 714 - 1 Street S.E.
Calgary, AB T2G 2G8

Contact: Angela Ward
Phone: 237-8745
Hours: 8:00-5:00

### GOAL:

To provide a comprehensive entry level accounting training program for women. It is hoped that the practicum setting will lead to permanent employment or at least provide the necessary experience for permanent employment.

### PARTICIPANT QUALIFICATIONS:

- Women, over the age of 25
- Unemployed at the time of application
- In need of re-training (determined by length of unemployment, education level, etc.)

### PROGRAM COMPONENTS:

- Life skills education - communication and problem solving
- Academic - CMA Level 1 junior accountant training offered by SAIT instructors
- Work experience - where participants apply their training and skills in a placement (host) company.

### DURATION:

Program starts February 19, 1990 and finishes January 31/91. Life skills portion is 304 hours. Work experience component is 18 1/2 weeks and set to begin the 3rd week of September. There is also a 2 month follow-up phase.

### EMPLOYER EXPECTATIONS:

The placement company or "host" company for the work experience portion of the program must fulfil the following expectations:

- Interview and select practicum "students"
- Provide training and supervision

- Maintain regular contact with Stellar 5 personnel regarding the participants progress and development.
- Be in place by July 3, 1990; Matching and Selection to be completed by July or August.
- No financial exchange between the host company and the student worker.

## FUNDING:

Stellar 5 is a private company. The program receives 100% funding from Canadian Job Strategies. The participants are PAID a training allowance by CJS. (amount determined by CJS based on individual necessity). Daycare benefits are also available. No financial cost to the 'host' company.

## COMMENTS:

Stellar Five's head office is located in Edmonton. (206, 110160-127 Street, T5M 0P2, 454-3697). The head office offers a greater variety of programs. Past success rate of employment is 100% for the junior accountant program. The course is full for 1990 with 20 participants. Because it is a re-entry program, the age of the participants range from 25 to 57 years old. Over 30% of the participants are visible minorities.

## ADDITIONAL REFERENCES:

Gary Cole - Canadian Jobs Strategies - 292-4855.
Renee Chernech - SAIT Academic Liaison - 284-8474.

# PROGRAMS
# FOR
# VISIBLE MINORITIES

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| Employment Futures | Employment Futures Society for New Canadians | VM9 |

## BUILDING SYSTEMS TECHNICIAN

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### AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Julien Heroux
Phone: 284-8180
Hours: 8:00-4:30

### GOAL:

The program is designed to train individuals to capably and independently operate building systems and carry out repairs and maintenance.

### PARTICIPANT QUALIFICATIONS:

- Alberta Grade 11, especially English Math & Science 20.
- Power Engineer - 4th Class Certification
- Mechanical Aptitude
- Lack of colour blindness
- Previous trade and industry experience an asset

### PROGRAM COMPONENTS:

- First Module (315 hours) - orientation, safety skills, science upgrading, power systems, computerized control systems, electricity, power engineering refresher.
- Second Module (225 hours) - professional development, communications, electricity, control systems, computerized building controls, power engineering refresher.
- Third Module (150 hours) - professional development, electricity, boiler controls, computerized building controls, air compressor/ancillaries, absorption recovery systems, lighting.
- First Practicum (4 weeks) - on-site work experience training.
- Fourth Module (180 hours) - professional development, technical report writing, computerized building control systems, energy management, chemistry, swimming pool level I, review/provincial exam preparation.
- Second Practicum (4 weeks) - on-site work experience training.

### DURATION:

This is a 37 week program running from October 22, 1990 to July 5, 1991. There are two 4 week work experience portions, one in March and one in mid June.

## EMPLOYER EXPECTATIONS:

- Provide training to the participants in accordance with the work plan or job description.
- Provide a safe and supervised environment.
- Provide evaluative comments to the coordinator on participants performance as required and fill out an evaluation at the end of the practicum period.
- The presence of the participant(s) on the hosts premises does not displace or replace any existing employee.
- There is no financial cost to the host employee.

## FUNDING:

Funding is shared by Alberta Vocational Training (Provincial) and Canadian Jobs Strategy Ad Hoc (Federal). Participants may be eligible for sponsorship in this program and should contact a counsellor at the Alberta Career Centre. if eligible, applicants will not be required to pay tuition. A fee will be charged for unsponsored participants $780 dollars per year. There is no training allowance paid to the participants. Host employers are not responsible for any financial costs.

## COMMENTS:

There are 24 participants in this 37 week program. The majority are visible minorities, but anyone who fits the qualifications are welcome to apply. The program ran 3 years ago and had a 100% success rate.

## ADDITIONAL REFERENCES:

Cindy Ahlstron - CJS - Training Unit
Darrel Van Boyen - AVT - 297-6347
Alex Laughlin - Extension Services, SAIT - 284-8446

## CERTIFIED HEALTH CARE ATTENDANTS

### AGENCY:

Calgary Catholic Immigration Society
Suite 400, 1400 - 1 Street S.W.
Calgary, AB T2R 0N8

Contact: My Theander
Phone: 262-2006
Hours: 8:30-4:30

### GOAL:

To train 16 immigrant women to become health care attendants who can assist persons who are physically or mentally disabled in a residential group home, or hospital setting.

### PARTICIPANT QUALIFICATIONS:

- Women over the age of 18
- Unemployed
- Intermediate English skills (entry test)
- Must pass interview screening
- Immigrant status
- A nursing background is an asset

### PROGRAM COMPONENTS:

- Employment related English (285 hours) - terminologies and vocabulary instruction.
- Occupational Training (28 weeks) - contracted through AVC.
- Life skills (4 weeks) - cross-cultural and Canadian experiences.
- On-site work experience (14 weeks) - training with a host company.
- Job Finding Club (3 weeks) - job placement and employment counselling.

### DURATION:

The program is 46 weeks in length. The latest program started June 18, 1990 and will run till May 3, 1991. The practicum portion starts October 22, 1990.

### EMPLOYER EXPECTATIONS:

- Provide training and allow for the instructor to work side by side with the participant. The instructor provided will assist the participant for the first 10 weeks of the 14 week practicum.

- There is no financial cost to the employer or host company in regards to the participant or the instructor.
- Provide full time work - 35 hours/week.
- Detailed evaluation form on participant at the end of the practicum.
- Normally an attempt to offer full time permanent employment at the end of the practicum.

## FUNDING:

This program is funded by Canada Employment - Canadian Jobs Strategy, therefore, there is not cost to the participant or to the host employer. The participants receive a PAID training allowance and are eligible for daycare benefits.

## COMMENTS:

Of the 14 participants in the program, 90% are considered visible minorities. Past success rates for employment are 100%. An AVC instructor works on-site with the participant for the first 10 weeks of the practicum.

## ADDITIONAL REFERENCES:

Wayne Gill - Canadian Jobs Strategy - 292-5271
Ann Wilson - CCIS - 262-2006

## COMPUTER ASSISTED DRAFTING AND DESIGN

### AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Wally Baomback
Phone: 284-8054
Hours: 8:00-4:30

### GOAL:

To train individuals, using a mainframe computer assisted design and drafting (CADD) system and a micro CADD system, to handle sophisticated engineering and architectural design and drafting tasks.

### PARTICIPANT QUALIFICATIONS:

- Must go through an interview process - an acceptable level of English is required.
- Over 18 years of age and unemployed.
- Previous drafting experience.
- Must not be colour blind
- Design skills are an asset

### PROGRAM COMPONENTS:

- Mainframe CADD (162 hours) - introduction to computer hardware, editing and manipulating graphics, working drawings, dimensioning, text and line fonts.
- MicroCad (78 hours) - introduction to micro hardware and software, command syntax, 2D Geometric insertion, layers, dimensioning, line types, graphic editing and manipulations.
- Job Search Strategies (30 hours) - resume preparation, interviewing techniques, the hidden job market, self marketing.

* This program does not have a work experience component.

### DURATION:

This is a 9 week program set to run from September 10, 1990 to November 9, 1990. There is no practicum period.

## EMPLOYER EXPECTATIONS:

There is no formal placement with host employers for work experience training.

## FUNDING:

Funded by Alberta Vocational Training and Canadian Jobs Strategy - direct purchase, participants may be eligible for sponsorship in the program and recieve a PAID training allowance.

## COMMENTS:

The majority of participants are new Canadians, many are visible minorities and women. The EEO workshop was presented to this class (12 participants) on October 10, 1990 to encourage graduates to apply with The City. Past success rate is only around 50%

## ADDITIONAL REFERENCES:

Cindy Alstrom - Canada Employment Centre - 292-5859
Alex Laughlin - Extension Services, SAIT - 284-8446

## COMPUTERIZED INFORMATION PROCESSOR PROGRAM

### AGENCY:

Calgary Catholic Immigration Society
Suite 400, 1400 - 1 Street S.W.
Calgary, AB T2R 0V8

Contact: Ellen Vickerman
Phone: 262-2006
Hours: 8:30-4:30

### GOAL:

To train 12 immigrant or refugee youths in the area of computerized information processing that will eventually lead to full time competitive employment in an office environment.

### PARTICIPANT QUALIFICATIONS:

- Immigrant or refugee youth, male or female, who have not made the transition from school to work.
- 18 to 24 years old (as of October 9, 1990 for 1990 program)
- Currently unemployed or working part-time not more than 25 hours per week
- have been out of the regular school system for at least 3 months.
- Do not have a post secondary degree or diploma
- Have intermediate English skills
- Have taken secretarial arts courses and can type 20 wpm
- Is very interested in working in an office environment as a computer information processor.
- Is in good health and able to attend full time until the program is completed.

### PROGRAM COMPONENTS:

The 43 weeks of training will include:

- Employment related English - 350 hours
- Personal Development Life Skills including cross cultural/inter cultural workshops - 120 hours.
- Job Specific Training at SAIT including DOS, Word Perfect, DBase and introduction to Desktop Publishing - 490 hrs.
- On-site work experience - 455 hours.
- Job Finding Club - 90 hours.

## DURATION:

This program is 43 weeks in length commencing October 9, 1990 and ending August 2, 1991. Applications are accepted until September 28 for 90/91 program.

## EMPLOYER EXPECTATIONS:

- Provide a safe and supervised environment for the participants.
- Allow CCIS instructors to visit and monitor on-site.
- Detailed evaluation form filled out at the end of the practicum.
- Provide full time work for the participant of at least 35 hours/week during the practicum.
- There is no financial cost to the host company or employer but preference is given to companies willing to consider keeping the practicum student on full time after the placement.

## FUNDING:

Sponsored entirely by Canadian Jobs Strategy (EIC). A basic training allowance is PAID according to participants' status and will vary with each individual. The training costs are provided free and there is no cost to the "host employer". The participants will not be obligated to pay back the costs in the future.

## COMMENTS:

12 participants for 90/91 program, 9 are visible minorities and the remaining 3 are Polish immigrants. There is an equal mix of male and female. Exact success rates are unavailable, but they are very good. This program is classified as Job Entry by CJS.

## ADDITIONAL REFERENCES:

Wayne Gill - CJS - 292-4855
Ann Wilson - CCIS - 262-2006

## EMPLOYMENT FUTURES

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### AGENCY:

Employment Futures Society for
New Canadians
400, 1201 - 5 Street S.W.
Calgary, AB T2R 0Y6

Contact: John DeSilva
Phone: 262-6600
Hours: 8:00-4:30

### GOAL:

To develop work related communication skills which will enhance job search and job maintenance. Includes outreach to employers, integration of family/friends to enhance support, emphasis on generic skills.

### PARTICIPANT QUALIFICATIONS:

- Employment disadvantaged immigrants.
- Minimum 8 months in Canada
- Minimum 18 years of age
- Some form of income or social assistance since the training allowance is so low.

### PROGRAM COMPONENTS:

- Group Building - one week.
- Career Choices and Job Search Technique - one week
- Job Shadowing - one week
- Life Skills for the Business World - five weeks - half days
- English Language for the Workplace - five weeks
- On the Job Training - to create or enhance work experience in Canada - 8 weeks
- Employment Placement - four weeks of intensified job search if employment is not found at this point.

### DURATION:

The program is 21 weeks in duration. There are 4 groups per year serving 92 clients per year.

Group 1 September - February
Group 2 November - May

Group 3 Mid February - Mid July
Group 4 Mid April - Mid September

## EMPLOYER EXPECTATIONS:

- Provide the participant with effective and direct employment experience while in his/her employ.
- Ensure that the participant receives adequate day to day supervision, regular continuing instruction and opportunity to learn the duties of the job as outlined.
- Provide appropriate advance instruction to ensure safe handling of tools or machinery when required.
- Provide and or ensure that the participant has all the necessary equipment to perform tasks safely.
- Keep an accurate attendance record of the participant and submit time sheets to Employment Futures for each pay period.
- Inform organization immediately or in advance the reasons for dismissal.
- Provide ongoing evaluation information regarding participant performance.
- Ensure no employee displacement due to participant.

## FUNDING:

Funded by Employment and Immigration Commission, Canadian Jobs Strategy and therefore, there is no cost to employers or clientele. A daily allowance of five (5) dollars will be paid to each participant (not to exceed 100 dollars/month), and a child care allowance to dependents under 11 years of age.

## COMMENTS:

Last year 60 clients were processed and 56 are still working. The City of Calgary Finance Department has accepted placements for 2 month periods. Tasks include filing, typing, batching, vendering and other clerical duties.

## ADDITIONAL REFERENCES:

Gene Grant - CJS - 292-4855
Maria Rizzuti - Employment Futures - 262-6600

# GENERAL PROGRAMS

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## AUTOMOTIVE DAMAGE APPRAISER

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### AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Dave Jones
Phone: 284-8563
Hours: 8:00-4:30

### GOAL:

To train participants for entry level positions as insurance or auto body representatives in the estimating of detailed automotive damage reports.

### PARTICIPANT QUALIFICATIONS:

- Grade 11 or equivalent with good reading, writing, and interpersonal skills
- Department interview
- Preference will be given to applicants having some previous automotive related experience - autobody workers requiring retraining; insurance people seeking entry into this specialized field; people who have worked in self-insured organizations (i.e. car rental or large fleet agencies).

### PROGRAM COMPONENTS:

- 14 modules combined to provide theoretical, lab, and practical application. Modules range from interpersonal skills, automotive construction, insurance terminology and policy, appraisal fundamentals, to specific estimate evaluations (structural, collision and fire damage).
- Also two separate work experience practicums - on-site work experience.

### DURATION:

This is a 15 week program running from October 15 to February 1/91. 10 weeks are at SAIT and 5 weeks are on-site practicum in industry. This is a full time day program 30-35 hrs/week.

- October 15 - December 7 - SAIT training
- December 10 - December 21 - on-site work experience
- January 2 - January 11 - SAIT training
- January 14 - February 1 - on-site work experience

## EMPLOYER EXPECTATIONS:

- To provide training to the participants
- To provide a safe and supervised environment
- To fill out a detailed performance evaluation upon completion of the practicum
- No financial cost to the host employer

## FUNDING:

Alberta Vocational Training - Ad Hoc. It is possible for participants to receive sponsorship of tuition fees (contact SAIT - Extension Services to discuss eligibility). Tuition is $565 for the program.

## COMMENTS:

This is a new program with 12 participants for the 90/91 term. Two of the 12 are women. This program is not specific to any designated group, it provides practical work experience for any person interested.

## ADDITIONAL REFERENCES:

Darrel Vanboyen - AVT - 297-6347
Alex Laughlin - SAIT, Extension Services - 284-8446

# BUSINESS SYSTEMS TECHNICIAN (BUSINESS MACHINES REPAIR)

## AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Darwin Risdon
Phone: 284-8181
Hours: 8:30-4:30

## GOAL:

To provide a comprehensive foundation in general electronic business equipment repair (cash registers, photocopiers, electronic typewriters and facsimile).

## PARTICIPANT QUALIFICATIONS:

- Unemployed (referrals from CEC)
- Grade 11 equivalency in Math, Science, English
- Mechanical aptitude and interest in electronics
- SAIT testing and department interview

## PROGRAM COMPONENTS:

- In-class theory and labs in: Math for electronics, electronics - basic and advanced; Instrumentation and fabrication; Customer relations; Repair and maintenance of electronic business equipment
- Practicum placement within the industry (4 weeks)

## DURATION:

The program is 52 weeks in length; a full time day program. The set period for the 90/91 program is August 27, 1990 to August 30, 1991 with the work experience practicum taking place the last 4 weeks.

## EMPLOYER EXPECTATIONS:

- Provide a work plan or job description in advance
- Provide a safe and supervised environment for the participant
- Provide evaluative comments to the coordinator and complete a detailed evaluation form at the end of the practicum
- The presence of the participant on the hosts premises does not displace or replace any other employee
- There is no financial cost to the host employer

## FUNDING:

This program is funded by Alberta Vocational Training (Provincial), and Canadian Jobs Strategy - direct purchase (Federal), therefore, participants are eligible for sponsorship. If eligible, applicants will be sent to SAIT with a referral form from Canada Employment. They may receive a PAID training allowance determined by their individual needs. There is no cost to the host employer.

## COMMENTS:

This is a general program not targeted toward a specific designated group however, they are under employment equity guidelines and required to have certain numbers from each group. For the 89/90 program there were 15 participants and 11 secured permanent employment after 3 months.

## ADDITIONAL REFERENCES:

Alex Laughlin, SAIT - Extension Services - 284-8446
Cindy Ahlstrom - CEC Training Unit

# DESKTOP PUBLISHING

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## AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Cliff Bryanton
Phone: 284-8629
Hours: 8:00-4:30

## GOAL:

To provide graduates with current technical skills for computer generated preparation and production of documents and publications.

## PARTICIPANT QUALIFICATIONS:

- Unemployed
- Grade 12 English or equivalency
- Typing Speed (minimum 25 wpm)
- Graphics or design experience is an asset

## PROGRAM COMPONENTS:

- Introduction to Computers - terminology and applications
- Publishing - computer generated images - charts, graphs
- Business procedures
- Personal and Professional development
- Life Skills - job search and resume skills
- Practicum - a 2-week on-site work experience with an industry host

## DURATION:

26 weeks full time day program. Starting July 4 and finishing December 21/90. The practicum runs the last 2 weeks of the program.

## EMPLOYER EXPECTATIONS:

- To provide training to the participants
- To provide a safe and supervised environment
- To allow the participants to attend off-site activities
- To allow program representatives to visit his/her premises for the purpose of monitoring the progress of training
- To report any unauthorized absence of the participant

- To provide evaluative comments on participants performance and fill out evaluation form
- No financial cost to the host employer

## FUNDING:

Funded by Alberta Vocational Training and Canadian Jobs Strategy. Participants are therefore eligible for a PAID training allowance; the amount to be determined by CJS based on individual need.

## COMMENTS:

This program is not specific to any designated group. The participant make-up includes 5 men and 10 women of various backgrounds. The success rate for the previous program was approximately 60%.

## ADDITIONAL REFERENCES:

Cindy Ahlstrom - Canada Employment Centre
Alex Laughlin - SAIT, Extension Services - 284-8446

## EMPLOYMENT/RE-ENTRY - OLDER WORKER

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### AGENCY:

Southern Alberta Institute of Technology
Extension Services Department
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: John Brodich
Phone: 284-8821
Hours: 8:00-4:30

### GOAL:

To assist unemployed persons (+40 Years) in the transition to employment.

### PARTICIPANT QUALIFICATIONS:

- 40 years of age and older
- Unemployed
- Grade 9 education level or better
- Fluent English skills
- Sincere desire for employment
- Complete intake review

### PROGRAM COMPONENTS:

- Personal Assessment (values, interests, aptitudes)
- Building Self Esteem
- Conflict resolution and problem solving
- Marketing yourself
- Contemporary job search skills (resume, interview)

* There is no work experience component to this program.

### DURATION:

12 weeks - full time day program. The 1990 program runs July 9 to September 22. There are also information sessions held prior to the program.

### EMPLOYER EXPECTATIONS:

There is no work experience placement with a host employer, and therefore, no employer expectations.

## FUNDING:

Funding for this program is provided by Alberta Vocational Training and Alberta Career Development & Employment. Some participants may qualify for provincially subsidy and a PAID training allowance; others are UI recipients. Non-subsidized participants will face a $300 tuition fee.

## COMMENTS:

This is a new program and there are no available success rates. The class make-up includes an even mix of men and women, 5 visible minorities and 2 referrals from WCB.

## ADDITIONAL REFERENCES:

Darrel Van Boyen - AVT - 297-6347
Alex Laughlin - SAIT, Extension Services - 284-8446

# ENVIRONMENTAL CONTROL/SAFETY TECHNICIAN

## AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Marcell Carpenter
Phone: 284-7119
Hours: 8:00-4:30

## GOAL:

To train individuals in aspects ;of industrial pollution monitoring and control as well as safety and accident prevention. Participants will be familiar with basic industrial processes and systems enabling them to work in industry.

## PARTICIPANT QUALIFICATIONS:

- Unemployed (long term)
- Alberta Grade 11, especially math & science 20
- Good English communication skills, written and verbal
- Previous industrial experience an asset

## PROGRAM COMPONENTS:

- First Quarter (436 hours) - basic mathematics, basic organic/inorganic chemistry, basic electricity/electronics, air pollution/water pollution control, industrial safety/handling of chemicals (WHIMIS).
- Second Quarter (376 hours) - land use, solid waste/hazardous waste management, environmental legislation, analytical instrumentation, sampling & monitoring (water/air), blueprint reading, basic oiler operation/industrial safety.
- Third Quarter (472 hours) - new technologies/alternative energy sources, field trips/plant tours, economics, maintenance of equipment, corrosion, basic industrial processes/environmental effects, microprocesses and computers, energy conversation, industrial safety.
- Following Quarter III there will be a four week (40 hours/week) practicum on-site work experience.

## DURATION:

This is a 47 week program to run from September 17 to August 16, 1991. The practicum period will run fro 4 weeks from July to August.

## EMPLOYER EXPECTATIONS:

- To provide training to the participants.
- To provide a safe and supervised environment.
- To allow the participants to attend off-site activities.
- To allow program representatives to visit his/her premises for the purpose of monitoring the progress of training.
- To report any unauthorized absence of the participant.
- To provide evaluative comments on participant performance and fill out a detailed evaluation form.
- No financial cost to the host employer.

## FUNDING:

Funded by Alberta Vocational Training and Canadian Jobs Strategy - Direct Purchase & Ad Hoc. CJS sponsors 10 of the 24 seats and the 10 participants are eligible for a PAID training allowance. The other 14 seats are sponsored by the province, applicants may be eligible for sponsorship and not have to pay tuition. Participants without sponsorship must pay a $1,250 tuition. There is no financial cost to the host employer.

## COMMENTS:

This is a brand new program with no previous success rates to base on. There are 3 women and 2 visible minorities registered in the 90/91 program. The rest are able bodied white males.

## ADDITIONAL REFERENCES:

Cindy Ahlstron - Canada Employment Centre
Darrel VanBoyen - Alberta Vocational Training - 297-6347

## JOB ENTRY WORK EXPERIENCE & TRAINING PROGRAM

### AGENCY:

Youth Employment Centre
City Social Services
Rm 201 - 315 - 10 Avenue S.E.
Municipal Building
Calgary, AB T2P 2M5

Contact: Kim Mattock
Phone: 268-2490
Hours: 8:00-4:30

### GOAL:

To place youth encountering employment barriers into career positions.

### PARTICIPANT QUALIFICATIONS:

- 15-24 years old
- Facing some barriers to employment, education or skill shortage

### PROGRAM COMPONENTS:

- Once assessed as job ready, participants are referred by the Youth Employment Centre to the program.
- Interviewed by Work Experience Office to determine eligibility and appropriateness.
- Client and Work Experience Officer work together to place participant in appropriate positions related to career goals.
- 15 week work experience

### DURATION:

Continuous intake, work experience is 15 weeks.

### EMPLOYER EXPECTATIONS:

- 3 evaluations over the placement.
- Provide training supervision to the participant.
- **No placement with the City of Calgary**

## FUNDING:

Through AMPLE (Provincial grant) administered by City. No cost to employee. PAID training allowance normally $6/hour.

## COMMENTS:

Normally 30 participants maximum per year. Jobs include reporters, bankers, labourers, all types.

## ADDITIONAL REFERENCES:

Cindy Munn - Youth Employment Centre - 268-2490

## LEGAL ASSISTANT PROGRAM

### AGENCY:

Southern Alberta Institute of Technology
1301 - 16 Avenue N.W.
Calgary, AB T2M 0L4

Contact: Krystyna Williamson
Phone: 284-8446
Hours: 8:00-4:30

### GOAL:

To expose participants to a wide spectrum of laws, enabling them to work in many capacities and for a variety of law practices. A legal assistant is able to perform many of the duties of a paralegal.

### PARTICIPANT QUALIFICATIONS:

- Unemployed - referral form from CEC
- Grade 12 education or equivalent
- Previous secretarial experience
- Typing 45 wpm
- Personal interview

### PROGRAM COMPONENTS:

- The program will include theoretical courses covering such areas of the law as: contract law, civil litigation, corporate law, real estate law, chambers applications, collections, divorce, family law and estate administration, word processing, business communication.
- Two 4 week practicums - on-site work experience with host employers.

### DURATION:

The program is 52 weeks in length, a full time day program. It runs from October 10, 1989 to October 5, 1990. The practicums were May 14 to June 8th and September 10 to October 5th. Both are 4 weeks long.

### EMPLOYER EXPECTATIONS:

- To provide training to the participants
- To provide a safe and supervised environment
- To allow the participants to attend off-site activities

- To allow program representatives to visit his/her premises for the purpose of monitoring the progress of training.
- To report any unauthorized absence of the participant
- To provide evaluative comments on participant performance and fill out a detailed evaluation form
- No financial cost to the employer

## FUNDING:

Alberta Vocational Training and Canadian Job Strategy (CEC) - direct purchase. Participants are eligible for a PAID training allowance by CJS. There is no cost to the host employer.

## COMMENTS:

There are 25 participants in the 89/90 program. 23 of them were women, 2 were men. Overall there was a 50% placement success rate for employment and a 70% success rate for the actual graduates (shows that there were a few dropouts). From speaking with a program graduate, the opinion of this program is that it was unorganized, lacked substance. However, for a first time program, it was not bad and should improve if offered in 90/91.

## ADDITIONAL REFERENCES:

Cindy Ahlstrom - Canada Employment Centre - 292-5859
Alex Laughlin - SAIT, Extension Services - 284-8446

## MOTIVE - ACTION PROGRAM

### AGENCY:

Automotive Service and Training Centre
Bay 12, 711 - 48th Avenue S.E.
Calgary, AB T2G 4X2

Contact: Michael Herzog
Phone: 287-3132
Hours: 8:00-4:30

### GOAL:

Motive-Action's primary focus is to empower youth with the work skills, attitudes and confidence needed to become productive members of society.

### PARTICIPANT QUALIFICATIONS:

The program is open to males and females who are:

- Between the ages of 16 and 24
- Out of school and have less than a grade eleven education
- Unemployed
- Sincere in their efforts to secure full time employment

### PROGRAM COMPONENTS:

Training consists of hands-on work experience, life management instruction and academic upgrading.

- Under the guidance of eleven qualified staff, students receive "hands-on" training in automotive and autobody repair. The automotive training component includes tune-ups; tire balancing, filter change, chassis lubrication, etc. Autobody training involves vehicle preparation, sanding, masking, etc. Students also develop valuable safety and work habits.
- The life management portion helps trainees address issues such as poor coping or problem solving skills, low self-esteem, and weak communication skills. Trainees are also provided with extensive job readiness training. This training involves resume development, job finding techniques, mock interviews, etc.
- Academic upgrading is also an integral part of the program with math and English instruction provided on-site through the Alberta Vocational Centre.
- Placement Service - upon graduation, trainees are assisted in securing full time employment. Formal contact is maintained with each graduate for twelve months. Further assistance is available for those who need it.

## DURATION:

Continuous intake system provides trainees with individualized training plans and instruction. Individual program length is determined by each trainees' needs. On average it takes approximately fourteen weeks to complete the training.

## EMPLOYER EXPECTATIONS:

Motive Action acts as the formal employer. Training takes place at Motive Actions fully operational site located at Bay 12, 711 - 48th Avenue S.E. The 800 sq.ft. site houses an automotive and autobody repair shop and a classroom for theoretical instruction.

## FUNDING:

Motive Action is funded through private donations and the EIC's Canadian Jobs Strategy program. They are governed by Odyssey Youth Services Society of Calgary, a non-profit society registered with Alberta Consumer Affairs. Training is offered with no cost to the trainee. In fact trainees are PAID $20/day throughout the program.

## COMMENTS:

Over the past five years, Motive Action has trained over 150 disadvantaged youths. Over 70% of these students successfully secured full time employment directly after graduation.

## ADDITIONAL REFERENCES:

Canadian Jobs Strategy - 292-4855

## OPERATIONS MANAGEMENT TECHNOLOGY (S.E.D.) PROGRAM

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### AGENCY:

Office Automation Education Centre
510, 250 - 6 Avenue S.W.
Calgary, AB T2P 3H7

Contact: Dr. Lars Field
Phone: 285-1869
Hours: 8:00-4:30

### GOAL:

To train persons who are severely employment disadvantaged in the operations management field.

### PARTICIPANT QUALIFICATIONS:

- 25 years of older preferred
- Motivation to career training and employment
- Keyboard knowledge an asset
- Unemployed and Social Assistant Recipient

### PROGRAM COMPONENTS:

- Administration Orientation (21 days) - Business English, Math and basic accounting, First Aid Certification Computer keyboard skills, Introduction to Office operations.
- Work Experience (91 days) - work training at a host company giving practical experience inventory control, shipping/receiving and parts management.
- Microcomputer (43 days) - DOS, Microcomputer basic, Accpac Inventory Control, Lotus 1-2-3 spreadsheet, Word Perfect 5.0 word processing.
- Performance Enhancement (37 days) - Decision making, goal setting, time management, communication, legal rights, financial planning.
- Job Search Skills (7 days) - resume writing, interview skills, career and educational development.

### DURATION:

- April 1990 to January 1991 (10 participants); May, 1990 to February 1991

## EMPLOYER EXPECTATIONS:

- To provide training and supervision to the participants.
- To fill out weekly time sheets on the participants
- To allow the participants to attend off-site activities
- To allow coordinator access for monitoring and training
- Evaluation of participants at the end of each rotation

## FUNDING:

Cost of training, allowance and daycare provided by Canada Employment and Immigration.

## COMMENTS:

No success rates available. Program participants are primarily white males.

## ADDITIONAL REFERENCES:

Gene Grant - CJS - 292-5206
Sue Correll - Office Automation - 262-5913

## WILDWOOD CONTRACTING PROGRAM (ENVIROS WILDERNESS SCHOOL ASSOC.)

### AGENCY:

Wildwood Contracting
5121 - 17 Avenue N.W.
Calgary, AB TOL 1BO

Contact: Peter Troth
Phone: 265-6787
Hours: Message Service

### GOAL:

To give youths pre-apprentice training in the field of carpentry and construction which will eventually lead to employment, an apprenticeship, or re-integration into the school system.

### PARTICIPANT QUALIFICATIONS:

- 16-21 years old
- Long term unemployed (24 out of the last 30 weeks)
- or out of school

### PROGRAM COMPONENTS:

There is no classroom instruction, all training is done on-site through Wildwood Contracting. Instruction supervision and equipment are all provided to achieve the work experience.

### DURATION:

Continuous intake - no formally set program or time limitation. Participants work an average of 40 hours/week and normally stay with the program for 3 to 5 months.

### EMPLOYER EXPECTATIONS:

- Wildwood Contracting acts as the employer. It is possible that in the future some placements with other contractors will be available but at this point the participants are under the employ.

## FUNDING:

Funded by Employment and Immigration Commission, Canadian Jobs Strategy as a Job Development project. Wages are paid to the participants normally starting at $6/hr - paid by Wildwood Contracting.

## COMMENTS:

Peter Troth indicated that in the future, he would consider making his program more specific to the designated groups, i.e. more women in the non-traditional position etc.

## ADDITIONAL REFERENCES:

Wayne at CJS - 292-4855

# RESOURCES

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## AGENCY:

AGT Special Needs Centre
700 - 2 Street S.W.
Calgary, AB

Contact:
Phone: 231-2528
Hours:

## GOAL:

To provide technical adaptations to assist persons with hearing, speech, sight or motion problems.

## SERVICES:

- AGT representatives can demonstrate products which match the needs from many types of disabilities. They will provide consultation, information, technical aid experimentation.
- For motion impaired, additional jacks, speakerphones, telephones with automatic dialler, answer and record units, cordless telephones.
- For hearing impaired, hard of hearing handset, amplifier, handsets for use in noisy locations.

## COMMENTS:

This program could be very helpful in the development of work experience projects for disabled persons.

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## AGENCY:

| | |
|---|---|
| Alberta Vocational Centre (AVC) | Contact: Theo Kasper |
| 332 - 6 Avenue S.E. | Phone: 297-4890 |
| Calgary, AB T2G 4S6 | Hours: 8:30-4:30 |

## GOAL:

To provide academic upgrading, ESL and continuing education programs. As well as counselling for educational, vocational, personal or other concerns.

## PARTICIPANT QUALIFICATIONS:

- Over 18 years of age
- Out of school for a year

## SERVICES:

AVC offers a variety of programs, some of which do have a work experience component to them. For more information appropriate contacts are provided:

- Business Careers Program - Stella Judson - 297-4930 for entry level clerical positions, training in Word Perfect, Lotus, DBase and accounting.

- Building Service Worker Program - Morris Parsons - 297-4842. This is a 7 week course with a 3 week work experience.

- Hospital Unit Clerk, Admitting Clerk, Registered Nursing Assistant, Certified Homecare Attendant - Joan Kent - 297-4925. Four programs with work experience components and funded by Alberta Health.

- Hotel and Restaurant Hospitality - Ray Davis - 297-4964.

- Indoor Plant Care Specialist - Dr. Glen Engles - 297-4988.

## COMMENTS:

Programs are available for all designated groups and the general public. Supported by provincial funding.

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## AGENCY:

Arshua Centre
233 - 10th Street
Calgary, AB T2N 1V5

Contact: Bonnie Johannson
Phone: 270-3200
Hours: 9:30-5:00

## GOAL:

"Making Changes" is an employment orientation program designed to assist immigrant women in the area of life skills.

## PARTICIPANT QUALIFICATIONS:

Designed for immigrant women.

## SERVICES:

A life skills program with a specific focus on the development of career planning job search skills, information retrieval, language and assertiveness skills, and critical awareness about issues and concerns for immigrant women in Canada.

## COMMENTS:

Arush is funded by the Canadian International Development Agency (CIDA), the Development Education Coordination Council of Alberta (DECCA), the Secretary of State for Multiculturalism and the Calgary Further Education Council.

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## AGENCY:

Boys and Girls Club of Calgary
1318 Regal Crescent N.E.
Calgary, AB T2E 6Y6

Contact: Dianne Reid
Phone: 276-9981
Hours: 8:00-5:00

## GOAL:

"Gateways" assists young people in making a successful transition from school into the workforce.

## PARTICIPANT QUALIFICATIONS:

For youths aged 15-20 years.

## SERVICES:

- Gateways program teaches job finding skills to youth leaving school before graduation. Specially designed workshops on any area of employment are available.
- Training and work experience - offered through Canadian Jobs Strategy throughout the year.

## COMMENTS:

Have made many placements at the Stampede in the past to give participants work experience.

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## AGENCY:

| | |
|---|---|
| Calgary Association of Self-Help | Contact: Marion McGrath |
| 526 - 12 Avenue S.W. | Phone: 266-8711 |
| Calgary, AB T2R 0H3 | Hours: 8:30-6:00 |

## GOAL:

To provide opportunities for growth and change through skill development; to develop occupational and leisure skills; to mobilize participant's resources so they can achieve employment goals.

## SERVICES:

Communication and interpersonal skills; life skills (budgeting, nutrition); education and community awareness; pre-employment services (counselling, readiness, referrals, job placements, follow-up).

## COMMENTS:

The agency provides ancillary services to employment. Employment services are handled through Creative Employment Services.

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## AGENCY:

| | |
|---|---|
| Calgary Association for Young Immigrants | Contact: Inger Howse |
| 411 - 11 Avenue S.E. | Phone: 261-8815 |
| Calgary, AB T2G 0Y5 | Hours: 8:30-4:30 |

## GOAL:

To provide an integrated language training, cultural awareness and social support system; to act as a link to existing mainstream agencies and institutions to develop preventative programs, to advocate for the needs of immigrant youth.

## PARTICIPANT QUALIFICATIONS:

- Immigrant youth at risk
- Aged 16-24
- Marginally employed or receiving social assistance

## SERVICES:

- Educational - literacy training, academic skills, orientation to Canadian ways
- Vocational - to provide job search and employment skills, job readiness skills, job retention, linkage to other job search or training program
- Cultural - to establish a support system including the family
- Psychological/social - to provide a native language counselling component and linkage to other counselling services, to provide evening social activities, to assist in acquiring appropriate social behaviour
- Physical - to encourage physical fitness, alcohol and drug abuse awareness.

## COMMENTS:

Published a monthly newsletter through AVC, a registered non-profit organization; organizes symposium, workshops, activities are largely done through the efforts of volunteers. Has received funding from the Settlement Services division of Alberta Career Development. Is seeking funding from Secretary of State (brochures) and the Calgary Foundation (Outreach Work).

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## AGENCY:

| | |
|---|---|
| Calgary Immigrant Aid Society | Contact: Fredrick Hislop |
| 900A - 825 - 8 Avenue S.W. | Phone: 262-2656 |
| Calgary, AB T2P 2P3 | Hours: 8:00-4:30 |

## GOAL:

To provide a variety of cross cultural awareness programs to new Canadians in their native language (English, Laotian, Kmer, South Asian, Spanish, Vietnamese, Arabic).

## SERVICES:

Assertiveness training, rights and responsibilities, children's nutrition, employment standards, children's discipline, adaptation for youth, stress, immigration law, UIC benefits, parent-child communication. Other sessions in other languages available on request. ESL drop-in club provides an opportunity to practice English in a relaxed informal group setting.

## COMMENTS:

Funded by Alberta Career Development and Employment, EIC, United Way, Family & Community Support Services, Secretary of State.

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## AGENCY:

Canadian Hard of Hearing Association (Calgary Branch)
Southern Alberta Deaf Centre
63 Cornell Road N.W.
Calgary, AB T2L 0L4

Contact: Betty
Phone: 283-6414
Hours:

## GOAL:

To provide workshops; social and recreational activities; public education; lobbying for greater accessibility of public institutions.

## SERVICES:

Committee members meet monthly. Focus is on areas such as communication strategies, technical aid devices, assertiveness training, hearing technology.

## COMMENTS:

May be a useful group to consult re office accommodation.

## AGENCY:

| | |
|---|---|
| Creative Employment Services | Contact: Jim Kimmel |
| 201, 1305 - 11 Avenue S.W. | Phone: 229-3010 |
| Calgary, AB T3C 3P6 | Hours: 8:30-4:30 |

## GOAL:

To provide employment counselling, job placement and short term follow-up.

## PARTICIPANT QUALIFICATIONS:

Services are for employable adults who have a mental health disability or a hearing impairment.

## SERVICES:

Individual counselling, group workshops in job searching, job referrals and placements, referrals to other programs for vocational assessment, training, education upgrading or other services, workshops in resume writing, effective interview skills and telephone research techniques; optional follow-up after job placement, volunteer placements to introduce clients to the work world.

## COMMENTS:

Agency has access to employer job orders, a job bank and community contacts, funded by the Calgary Association of Self-Help and Supply and Services Canada.

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## AGENCY:

L'Arche Association of Calgary
429 - 54 Avenue S.W.
Calgary, AB T2V 0C6

Contact: Patrick Favaro
Phone: 255-3909
Hours: 9:00-4:00

## GOAL:

To provide assistance to persons with mental handicaps primarily in creating homes and self-help. All within a Christian community atmosphere.

## PARTICIPANT QUALIFICATIONS:

- Over 18 years of age
- Mentally handicapped

## SERVICES:

Participants live in the community with the counsellors and trainers. Workshops include communication, self-help, life skills, decision-making, interpersonal relationships and stress management. Temporary placements outside the community are achieved for appropriate participants but primarily employment services are "sheltered" workshops.

## COMMENTS:

In the past participants have been placed in clothing stores (Interfaith) and grocery stores. Funded by Alberta Social Services.

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## AGENCY:

Native Employment Services
#201, 1211 - 14 Street S.W.
Calgary, AB T3C 1C4

Contact: Elaine Jessop
Phone: 245-4374
Hours: 8:30-4:30

## GOAL:

To provide employment services for people of Native ancestry.

## PARTICIPANT QUALIFICATIONS:

Services are primarily for people of Native ancestry and people who are unemployed.

## SERVICES:

Promotes hiring of Native people into all sectors of employment, especially with agencies that work with Native people.

- Career and individual counselling
- Employment readiness and job placement
- Assessment of employability
- Referral and information to community resources

## COMMENTS:

The agency is in the development stage of setting up formal employment readiness program. The program may contain a work experience component, but that is yet to be.

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